



2018

# Army Mobilization and Deployment Reference (AMDR)



Current Operation  
HQDA G-1 DMPM  
Mobilization 1/18/2018

Lead: HQDA G-1 DMPM-MM  
Assist: G-3/5/7-DAMO-ODO

#### 1. General

AMDR users require the most current information to deployment and mobilization pertaining contingencies, operational deployments and rotations in real time vs. the time it takes to update a regulation. This reference applies to the Total Army - Active, US Army Reserve and US Army National Guard. The Army G-1 serves as the coordinator and publisher of the AMDR but the respective Army agencies and commands chapter leads, or subject experts will ensure content is relevant and current.

a. HQDA G-1 DMPM-Mobilization Branch will up-keep AMDR, however, leads and assist of AMDR chapters should identify any ALARACTs, publish and expiration date. DMPM will notify owners of expiration and removal date. Owners ("Lead" or "Assist") of all publish guidance will need to identify if information is:

Permanent (P) where it will be  
published Extend (E) new  
expiration date  
Replace (R) guidance that will replace and  
where Delete (D) remove reference from  
AMDR.

#### 2. Reference Overview

The Army Mobilization and Deployment Reference is a one-place compendium of the most current ALARACT, EXORD, or OFFICIAL guidance in effect. Headquarters, Department of the Army, G-1 DMPM Mobilization Branch will maintain this document. This reference IS: a collaboration between all major commands the role and responsibility of each during mobilization and deployment a live document of the most current ALARACT, EXORD, or OFFICIAL guidance to manage personnel, medical, logistics, training, orders, has a shelf life for each campaign maintained with the most current guidance and the issuing proponent.

ALARACT XXXXX subsumed by	AR-XXX-XX
ALARACT XXXX superseded by	ALARACT XXXX

HQDA G-1 will update the AMDR and add the references at the end of the applicable chapter. If the reference supersedes another it will state that.

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## Chapter Overview & Summary of Changes (Chapter Updates in Red)

**Chapter 1 – Notification/Orders:** Discusses the preparation and types of orders used to mobilize/employ/deploy military and civilian personnel (includes installation/unit requirements and procedures for extensions).

LEAD: Mob Branch – MPM-MM, HRC

Assist: G-3/5/7 DAMO-ODO, G-4-DALO-ZXA-C, G-8 DARP-ZXS

**Chapter 2 – Mobilization:** Discusses procedures for mobilizing Reserve Component assets (individual and unit) in support of contingency operations.

LEAD: G-3/5/7-DAMO-ODO,

Assist G-1 DAPE-MPM-MM, IMCOM-IMOP, FORSCOM-DACS FCLO, First Army

**Chapter 3 – CRC Deployment/Re-Deployment:** **Addresses CRC Exception TDY Policy pg 22.** Discusses procedures used to deploy military and civilian personnel; preparation of deployment packets and individual deployment flow; CONUS Replacement Center, and Theatre Specific Individual Requirement Training (TSIRT).  
LEAD: G-3/5/7-DAMO-ODO, G-1 DAPE-MPE-MM  
Assist: IMCOM-IMP, FORSCOM-DACS FCLO, First Army

**Chapter 4 – Employment (Individual Volunteers and Replacements):** Discusses procedures used to request, source, receive and deploy unit and individual augmentees to include IRR, retiree recall, and individual mobilized augmentees (IMA).

LEAD:

Assist: NGB, USARC-DAAR-ZXA, HRC

**Chapter 5 – Medical & Dental:** Discusses medical and dental requirements for personnel mobilizing and/or deploying.

LEAD: OTSG-DASG-ZXA Assist: MEDCOM-DASG-ZXA

**Chapter 6 – Entitlements & Compensation:** **NEW: ALARACT 001/2018 6–3. Military Allowances. a. Basic Allowance for Housing (BAH) ALARACT 001/2018: Implementation Guidance for RECERTIFICATION of and Supporting Documentation Required for the Basic Allowance for Housing (BAH) for Regular Army and Reserve Component (RC) Soldiers.**

**Discusses military and civilian entitlements to include pay, allowances, leave, benefits, and other authorizations when Soldier(s) mobilize and/or deploy; discusses travel entitlements and military pay processing**

LEAD: G-1 DAPE-PR

Assist: IMCOM-IMOP, NGB-NGB, USARC-DAAR-ZXA

**Chapter 7 – Casualty Operations:** Discusses procedures of casualty operations in theater; provides instruction on line of duty determinations; reporting prisoners of war and missing in action; escorts and funerals; and records management.

LEAD: HRC

Assist:

Chapter 8 – Equipment: Discusses how organizations execute and manage equipment functions when deploying military personnel; provides equipment per specific operation.

LEAD: G-8

Assist: HQDA G-4 DALO-ZXA-C

Chapter 9 – Personnel Management: Discusses personnel procedures conducted throughout mobilization and deployment. Discusses procedures for the staffing of deploying AC and RC units to include cross leveling, Soldier Readiness Processing (SRP).

LEAD: HRC

Assist:

### Appendix

Appendices provide AOR/Operations Specific information or requirements. This guidance reinforces general information as needed.

Appendix 1: USARCENT Operations (OFS, OIR, OEF, MFO, OSCI) LEAD: ARCENT Operations-DACS-ACL

Assist: FORSCOM-DACS-FCLO

Appendix 2: USAREUR Operations LEAD: DACS-AELO

Assist: FORSCOM-DACS-FCLO

Appendix 3: USARAF Operation (TS, OEC, OOL, HOA)\_LEAD:

Assist: FORSCOM-DACS-FCLO

Appendix 4: USARPAC Operations (Korea Rotation, OEF-P) LEAD: DACS-AP-LN

Assist: FORSCOM-DACS-FCLO

Appendix 5: ARSOUTH Operations (JTF-B, OEF-GTMO) LEAD: ARSO-CS

Assist: FORSCOM: DACS-FCLO

Appendix 6: ARNORTH Operations (NCR-IADS, C2CRE, DCRF) LEAD: ARNO-LNO-DA

Assist: FORSCOM-DACS-FCLO

## Chapter 1 – Notification/Orders:

*Institutions, all institutions, just have a historical tendency to evolve slowly, if at all. That's especially true when you don't give them the construct and structure to make those changes.*

*Hon. John McHugh, Secretary of the Army (SECARMY)  
Association of the United States Army (AUSA) Keynote Remarks, October 15 2010*

### Section I Introduction

The Reserve Component has so many variables it is important to keep the “lessons learned communications” open so those who come after you know how to resolve the issues. Preparation and types of orders the RC uses to mobilize/employ/deploy military and civilian personnel (includes installation/unit requirements and procedures for extensions.

#### 1-1. General Guidance

DoDI 1215 outlines the policy guidance for Operational Support (OS). The NDAA FY 2005 made changes requiring revision to Army strength accounting procedures pertaining to Soldiers performing operational support duty under the provisions of Title 10, USC, Section 1231(d) and Title 32, USC, Section 502(f)(2). Operational Support (OS) is a category of voluntary duty that includes Active Duty for Operational Support (ADOS) (with several sub categories) and Full-Time National Guard Duty for Operational Support (FTNGD-OS).

#### 1-2. Contingency Operations (CONOPS)

Per 10 USC 101 (a) (13) and FAR 2.101, "Contingency operation" means a military operation that—

- a. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or b. Results in the “call”, “order to”, or “retention” on, active duty of members of the uniformed services under section 688, 12301 (a), 12302, 12304, 12304a, 12305, or 12406 of this title, chapter 15 of this title, section 712 of title 14. This includes any other provision of law during a war or during a national emergency declared by the President or Congress

#### 1–3. Strength Accounting

- a. The "three-year" and "three-out-of-four-year" rules replace the 180-day rule, in accordance with United States Code, Title 10, Section 115. Soldiers performing OS duties will count toward either Active Duty or AGR end strength limits if their OS orders specify a period greater than three years, or if their OS service exceeds three cumulative years within the previous four-year period.

- b. Reporting Requirements. RC service members who cross either OS duty threshold (the 1,095 days either out of the previous 1,460 days or at the beginning of a tour when the orders specify a period of AD greater than three years) will count against the AD strengths.

c. All RC Service members will receive training pursuant to assignments and required readiness levels. For an RC Service member to be assign to AD the member must complete basic training.

#### 1-4. Reserve Components Statutory Foundation

Military Services will issue orders to RC members ordered to active duty in the most expeditious manner possible to facilitate members' notification to employer and family, and other planning considerations.

a. [AR 500-5, Army Mobilization](#), Army mobilization is a complex activity. To understand how the Army mobilizes, an individual requires knowledge of the authorities for mobilization, the process actors and the sequence of activities necessary to bring a unit or Soldier onto active duty.

b. [HQDA EXORD 230-16](#) supersedes [HQDA EXORD 266-12, DTG 012125Z Aug 12](#), Authorizes Reserve Component (RC) Commanders, Accessing the Reserve Components, [DoD Instruction 1235.12](#) applicable to Presidential Executive Orders, Department of Defense and Army Policies is the implementation regulation and instruction of laws and US Code to activate or mobilized Reserve and the Individual Ready Reserve to active duty. With units scheduled to deploy in support of a combatant commander (CCDR) contingency operation as defined by law under 10 United States Code (USC) 101(a) (13) (b) to request a rear detachment element to support the commander's deployed Soldiers and Family members at home station.

c. [Army Directive 2017-09 \(Management of the Individual Ready Reserve\)](#) outlines a priority of effort that enables mobilization readiness in support of our National Security Strategy. The Individual Ready Reserve (IRR) are individual Soldiers who are train in a military occupational specialty (MOS), through their service in the active forces or in the Selected Reserve, and are available for mobilization in time of war or national emergency.

e. [DoD Instruction 1235.12](#), Accessing the Reserve Components, applicable to Presidential Executive Orders, Department of Defense and Army Policies is the implementation regulation and instruction of laws and US Code to activate or mobilized Reserve and the Individual Ready Reserve to active duty. Such RC support includes, but is not limited to, sustained operational missions, emergent operations, contingency operations, and service during national emergencies or in time of war. Prescribed [Mobilization and Support Authority](#) for RC Support are on the attached chart.

f. Voluntary Active Duty in support of Contingency Operations:

1. Voluntary Active Duty: 10 USC 12301d – Reserve members may volunteer for active duty in support of contingency operations where the force requestor has a DA G-3/5/7 validated requirement. The Soldier may serve in CONUS, OCONUS or in a theater. ARNG Soldiers may serve on voluntary active duty when release by their state to serve.

2. Tour of Duty: All voluntary requests for active duty in support of contingency operations are processed in [Tour of Duty](#); except for retiree recalls. They must fill out a paperwork and submit to HRC. WEB SITE

3. MEDICAL: 10 USC 12301h – Voluntary active duty for the purpose of medical evaluation and treatment. Reserve members may volunteer for active duty if a medical condition developed or aggravation by activities while serving on a previous mobilization or active duty period. See [AR 40-58, Warrior Care and Transition Program](#). (This is a placeholder for MEDCOM references)

4. Sanctuary: 10 USC 12686 - The provisions of 10 USC 12686 (sanctuary) provides

guidance for Reserve Soldiers on active duty (except for training), who reach 18 years, but less than 20 years of active service. These Soldiers may not be involuntarily released from active duty before the Soldier attains 20 years of active service unless the Secretary of the Army or his designee approves the release.

#### 1-5 Manning the Active Component (AC)

The [Active Component Manning Guidance](#) (HQDA EXORD 165-16) dated 5 April 2016 sets forth the guidance for manning deploying AC units. Highlights include

a. Cross-leveling in deploying AC Units to ensure all deploying elements not directly managed by AHRC are sufficiently manned as outlined in the manning guidance. If cross leveling cannot achieve the specified floors, Commands must notify AHRC Senior Mission Commanders are responsible for ensuring fill of their co-located subordinate units. AHRC will fill geographically separated/dispersed elements from the Parent Brigade level Headquarters through inbound assignments or by cross leveling on the installation.

b. Manning of AC Deploying Force will be targeted for fill IAW Annex A of the manning guidance.

(1) Under no circumstance will a unit drawdown below mission capable status unless approved by HQDA G-3/5/7. Submit ASCC requests for distribution action to HQDA G-3/5/7, DAMO-ODO and must include a statement that internal distribution actions would require draw down of an active Army unit below current directed strength management levels.

(2) Manning of rotational forces for non-hostile fire pay areas (Korea and European)

(3) Reassurance Initiative – Operation Atlantic Resolve (ERI-OAR)) will be executed in accordance with HQDA EXORD 154-16 [Rotational Business Rules](#).

#### 1-6. Manning of Reserve Component (RC)

NG and AR are not authorize to cross-level between compos; cross leveling between AR MSCs requires CG, USARC approval. Cross leveling is to be complete prior to the effective date of mobilization for the alerted RC units.

a. Cross-leveling of Non-Alerted Units. Reserve Component (RC) units not on alert are permitted to involuntary cross-level consistent with the reasonable-commuting-distance limitations found in [AR 135-91](#), and [AR 140-10](#). If a RC Soldier is involuntarily cross-leveled to a unit outside of the reasonable commuting distance (as that term is defined in [AR 140-10](#), he or she must be afforded the opportunity to conduct rescheduled Inactive Duty Training (IDT) within a reasonable commuting distance from his or her residence. Limitation is not applicable to IDT where the Army provides the RC Soldier with transportation, quarters, and subsistence relative to such training.

b. Cross-leveling Non-Alerted to Alerted Units. National Guard State Adjutants General (TAGs) and the Commander, US Army Reserve Command (USARC) have the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within their command prior to mobilization in order to increase personnel readiness of an alerted or sourced unit. Non-deploying units, however, will not be decremented below the minimum acceptable personnel readiness levels IAW [AR 200-1](#).

c. A unit that will fill a known Theater or COCOM operations support requirement is A Sourced Unit. These units have the highest priority for resourcing and are referred to as Deployment Expeditionary Force (DEF) units and primarily identified during sourcing conferences (DA/JFCOM/FORSCOM/CENTCOM). As requirements change, other units

commonly referred to as Contingency Expeditionary Force (CEF) or Ready Expeditionary Force (REF) will be identified as sourced units to fill these additional requirements.

d. Filling Units Prior to Deployment: If FORSCOM provides mobilization requirement to an RC unit initiates the mobilization process. EXORD 230-16, DTG 012125Z Aug 12, Accessing the Reserve Components. The readiness deployment criterion for RC units is deployment at 110% of Mission Required Strength (MRS).

(1) Mission required strength is defined as the number of Soldiers, required meeting the unit mission tasking.

(2) The number is normally the unit's MTOE Required Strength, however specific theater tailored requirements may be developed by the Combatant Commander and validated by the tasked force provider (FORSCOM, USASOC, USARPAC or USAREUR) and approved for fill by OSD.

(3) ASA (M&RA) further defines mission required strength as the approved strength of a unit mission tasking requirement, as it exists, on the approved unit mobilization packet or AC deployment order (specific to a unit identification code).

e. Use of Individual Ready Reserve (IRR) Soldiers: The first priority for using IRR Soldiers is to fill deploying units. ASA (M&RA) must approve Involuntary IRR mobilization and forward to SecDef for notification, prior to HRC publishing orders to mobilization, IAW IRR training strategy.

(1) IRR Soldiers in process through MFGI. Training includes medical screening; receive Warrior Tasks Training (WTT), and complete MOS/AOC refresher training in time to report to the designated MFGI for collective and [Theater Specific Individual Readiness Training \(TSIRT\)](#), SRP, and [equipment](#) issue.

(2) Due to notice and training requirements, commands must request IRR fillers as soon as possible after receipt of DA MOB order, preferably within 120 days prior to the requested report date.

(3) Requests must be submitted through command channels and validated by the force providing command (FORSCOM, USARPAC or USAREUR). The force provider will confirm that the request is a valid G-3/5/7 requirement (i.e. mobilizing unit) and will utilize other options for personnel fill (e.g., cross leveling).

(4) The force provider will submit the IRR request to HRC, who will process the request and send it through HQDA G-1 to ASA (M&RA) for approval.

(5) Once ASA (M&RA) approves the request, HQDA G-1 will forward to SecDef for notification, prior to orders publication. Once mobilized, the requesting component will utilize these IRR Soldiers, even if additional resources become available to the requesting command. f. CONUS Mission Support:

Contingency operations may require RC support from CONUS mission locations. Such support may include MFGI mobilization support operations, augmentation of AC missions or reach back support to deployed commands.



## REFERENCES

<a href="#">Army Directive 2017-09 (Management of the Individual Ready Reserve)</a>	
<a href="#">AR 500-5, Army Mobilization</a>	
<a href="#">ADOS Tour Types.pdf</a> .	
DA PAM 715-16.	
Army Directive 2017-09 Management of the Individual Ready Reserve	
HQDA EXORD 154-16 <a href="#">Rotational Business Rules</a> .	
ASA (M&RA) Memo dated 4 Apr 07 (RC Veterinary Corps 180-day Rotation Policy)	
<a href="#">DoD Instruction 1235.12</a> Accessing the Reserve Components	
<a href="#">DOD Directive 1215.06</a> ,	
DoD Directive 1235.10 (Activation, Mobilization and Demobilization of Ready Reserve)	
<a href="#">AR 600-8-101</a> , Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)	
<a href="#">HQDA EXORD 230-16</a> supersedes	<a href="#">HQDA EXORD 266-12, DTG 012125Z</a>
<a href="#">Active Component Manning Guidance</a> (HQDA EXORD 165-16)	
<a href="#">DoDI 8260.03</a>	
OSD Memo dated 19Jan 07 (Utilization of the Total Force)	
ASA (M&RA) Memo dated 2 Oct 03 (Army Medical RC's 90-day Rotation Policy)	

## Chapter 2 - Mobilization of the Forces

*More than 143,000 active, National Guard, and Reserve Soldiers are currently deployed or forward stationed in support of six theater security cooperation plans, seven named operations and other activities. Across the active component, two corps, 10 divisions and nearly half of all brigade combat teams are committed or preparing to deploy in support of combatant command requirements. Similarly, numerous Army National Guard and Army Reserve units are committed to existing or emerging requirements. Army units are sourcing over half of all combatant command-validated demand with trained, tailored and culturally attuned forces for missions across the range of military operations—from projecting power, shaping the security environment and setting the theater to conducting combined-arms maneuver, wide-area security, cyber activities and special operations.*

*Lieutenant General Joseph Anderson, Deputy Chief of Staff, G-3/5/7 2015-16 Army Green Book*

LEAD: G-3/5/7, DAMO-ODO

Assist: G-1, DMPM-MM, IMCOM-IMOP, FORSCOM-DACS-FCLO, First Army

### Section I Introduction

#### **2-1. Mobilization and Deployment Planning System.**

This chapter focus is on how the Army mobilizes forces in respond to requirements of the Combatant Commanders (CCDR). Also discussed are the Department of Defense (DOD) objectives for improving industrial preparedness in the United States and the Army industrial preparedness program. Military Services will issue orders to RC members ordered to active duty in the most expeditious manner possible to facilitate members' notification to employer and family, and other planning considerations

### Section II Army Mobilization

#### **2-2. Framework for Army Mobilization Planning**

Integration of Joint operations planning and Army planning for mobilization is necessary. Joint Publication (JP) 4-05, Joint Mobilization Planning, facilitates integration of Joint Publication (JP) 4-05, Joint Mobilization Planning processes by identifying the responsibilities of the Joint Staff (JS), Services, Combatant Commands (CCMD), transportation component commands, and other agencies engaged in mobilization planning. The mobilization annex of the Joint Strategic Capabilities Plan (JSCP) guides the Army and CCMDs in preparing mobilization plans.

[AR 500-5](#). Army mobilization is a complex activity. To understand how the Army mobilizes requires knowledge of the authorities for mobilization, the process actors and the sequence of activities necessary to bring a unit or Soldier onto active duty. RC forces are a critical component of the Total Army's ability to provide forces to support Combatant

Commander (CCDR) requirements for Army capabilities. [HQDA EXORD 202-16](#), Accessions Occupational Physical Assessment Test (OPAT) supersedes HQDA EXORD 266-12, DTG 012125Z Aug 12, and ALARACT 100/2005, 190128Z May 5. HQDA Authorizes Reserve Component (RC) Commanders w [DODI 1235.12](#), Accessing the Reserve Components, applicable to Presidential Executive Orders, Department of Defense and Army Policies is the implementation regulation and instruction of laws and US Code to activate or mobilized Reserve and the Individual Ready Reserve to active duty. ith units scheduled to deploy in support of a combatant commander (CCDR) contingency operation as defined by law under 10 USC 101(a) (13) (b) to request a rear detachment element to support the commander deployed Soldiers and Family members at home station. [Army Directive 2017-09 \(Management of the Individual Ready Reserve\)](#) outlines a priority of effort that enables mobilization readiness in support of our National Security Strategy. The Individual Ready Reserve (IRR) are individual Soldiers who are train in a military occupational specialty (MOS), through their service in the active forces or in the Selected Reserve, and are available for mobilization in time of war or national emergency. [DoD Instruction 1235.12](#), Accessing the Reserve Components, applicable to Presidential Executive Orders, Department of Defense and Army Policies is the implementation regulation and instruction of laws and US Code to activate or mobilized Reserve and the Individual Ready Reserve to active duty. Such RC support includes, but is not limited to, sustained operational missions, emergent operations, contingency operations, and service during national emergencies or in time of war. [Mobilization and Support Authority](#) for RC Support are on the attached chart.

### Mobilization and Execution Process

MOBLIZATION PHASE	PHASE I Pre-Mob	PHASE II Alert	PHASE III Home Station	PHASE IV Mobilization Station (MS)	PHASE V Alert
PRIMARY ACTIVITY LOCATION	Home Station (Armory or USAR Center)	Home Station (Armory or USAR Center)	Home Station (Armory or USAR Center)	MS	Air or Sea Port
ACTIVITY DURATION (DAYS)	As Time Permits	3 to 7 Days	3 Days	10 to 180 Days	1 to 2 Days
PRIMARY ACTIVITY	<ul style="list-style-type: none"> <li>• Mobilization Planning</li> <li>• Training</li> <li>• SRP</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Recall</li> <li>• Mobilization Order Prep</li> <li>• Personnel Screening</li> <li>• Equip &amp; Records Check</li> </ul>	<ul style="list-style-type: none"> <li>• Continue SRP</li> <li>• Inventory Equipment</li> <li>• Cross-level Personnel &amp; Equipment</li> <li>• Load for Movement</li> <li>• ADVON to MS</li> </ul>	<ul style="list-style-type: none"> <li>• Move to PPP</li> <li>• Complete SRP</li> <li>• Conduct Training</li> <li>• Complete Cross-level</li> <li>• Complete Validation</li> <li>• Load for Movement</li> </ul>	<ul style="list-style-type: none"> <li>• Move to POE</li> <li>• Load Transport</li> <li>• Deploy</li> </ul>
OUTCOME	Planning	Notification	Preparation	Validation	Deployment

ADVON: Advance Echelon  
 USAR: United States Army Reserve  
 POE: Point of Embarkation  
 PPP: Power Projection Platforms  
 SRP: Soldier Readiness Processing

### 2-3. Reserve Components Statutory Foundation

a. [DoD Instruction 1235.12](#), Accessing the Reserve Components, applicable to Presidential Executive Orders, Department of Defense and Army Policies is the

implementation regulation and instruction of laws and US Code to activate or mobilized Reserve and the Individual Ready Reserve to active duty. When the President has ordered members of the Selected Reserve and the Individual Ready Reserve to active duty, they will be activated or mobilized according to 10 United States Code (USC) 12301, Reserve Components (RC) generally; 10 USC 12302, [Ready Reserve](#); 10 USC 12304, [Selected Reserve](#) and certain Individual Ready Reserve members. As a matter of policy, the period of active duty specified in initial orders to active duty will not normally exceed 400 days for 12302 and 365 days for 12304. Units and individual Soldiers will normally demobilize from the same installation that processed them to active duty. Units or individual Soldiers ordered to active duty per 10 USC 12304 may be released from active duty prior to completion of the period of service for which ordered. Ordering units and members of the RC to active duty in accordance with sections 688, 12301(a), 12301(b), 12302, 12304, 12304a, 12304b, 12406, 331-333, or 335 of Title 10, United States Code (U.S.C.) (Reference (d)).

b. Ordering members of the RC to active duty with the consent of that member in accordance with section 12301(d) in crises, RC forces may be required immediately. The procedures in this instruction will determine if requirement to activation with less than 30 days' notice is.

c. Voluntary Active Duty ISO Contingency Operations:

1. Voluntary Active Duty: 10 USC 12301d – Reserve members may volunteer for active duty in support of contingency operations where the force requestor has a DA G-3/5/7 validated requirement. The Soldier may serve in CONUS, OCONUS or in a theater.

2. Tour of Duty will All voluntary requests for active duty in support of contingency operations are processed in [Tour of Duty](#); except for retiree recalls. They must fill out a paperwork and submit to HRC. WEB SITE

3. MEDICAL: 10 USC 12301h – Voluntary active duty for the purpose of medical evaluation and treatment. Reserve members may volunteer for active duty if a medical condition developed or was aggravated by activities while serving on a previous mobilization or active duty period. ARNG Soldiers must be released by their state to serve on voluntary active duty.

See AR 40-58, Warrior Care and Transition Program, section 6-4 for more information. (This is a placeholder for MEDCOM references)

4. Sanctuary: 10 USC 12686 - The provisions of 10 USC 12686 (sanctuary) provides that a Reserve Soldier on active duty (except for training), who upon attaining 18 years, but less than 20 years of active service, may not be involuntarily released from active duty before the Soldier attains 20 years of active service unless the Secretary of the Army or his designee approves the release.

## SECTION II

### The Mobilization Process.

#### 2-4 Process

a. The G-3/5/7 is responsible for developing Army mobilization and operations policy and guidance, developing priorities for mobilization of reserve component (RC) units, directing the call-up of RC units and preparing them for deployment, and establishing, publishing, and maintaining AMS.

b. Based on the statutes and authorities cited above, the Army has the ability to involuntary mobilize RC units and Soldiers in support of approved force requirements. The following

process outline applies to mobilization under 12302, 12304 and 12304b.

c. The Army mobilization process begins with a COCOM or service requirement. COCOM Commanders request forces through the Joint Staff to support requirements in their theater. When FORSCOM provides Soldiers/units, the mobilization process begins.

d. Statute and DOD policy establish the timelines associated with involuntary mobilization of units and the process of bringing the unit onto active duty. DOD has goals for timelines and requires notification when the Army cannot meet the goals or must request SECDEF approval for changes outside of required timeline activities.

e. In general, the Army goal is to provide notification to RC units as far out as practical for rotational requirements (up to 24 months in some cases) and as soon as possible for emergent requirements.

f. The DOD standard for approval of an activation order under involuntary activation authorities is at least 180 days before activation date for base GFMAR, rotational and pre-planned requirements, and 120 days for standard emergent requirements (DODI 1235.12). The SECDEF must approve any involuntary activations where the approval date will occur less than 120 days from the activation date (except for Reserve Emergency activation under 10 USC

12304a). Publishing orders for involuntary mobilization should be done as far in advance as practical. Most RC forces receive at least 30 days' formal notification to prepare for activation. However, should the operational situation warrant it, and upon approval of the SECDEF, 'same day' orders can be approved and issued.

g. In practice, unit mobilization orders are generally issued at least 12 months out for rotational forces, with individual Soldier orders issued from 6 to 1 month out from activation date. Where Soldiers are identified late for mobilization or are do not meet activation standards until later, the individual mobilization orders may be issued the same day as the Soldier's report date to active duty.

h. [MOBCOP](#), the Mobilization Common Operating Picture business process suite of applications. The majority of the process is performed in the application within MOBCOP called DAMPS – Department of the Army Mobilization Processing System (DAMPS).

1. Tour of Duty will help you find a requirement.

2. Units request, review, approve and order by HQDA G-3/5/7

i. [DAMPS](#) is a Secret Internet Protocol Router network (SIPRnet) hosted business process application that takes a force request for a unit mobilization from initiation, through required DA staff review and to the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA), the Army principal delegated the authority to order units to involuntary mobilization.

j. [DA Mobilization order](#) is publish and directs the unit to active duty. The DA mob order specifies the unit, the number personnel authorized to mobilize in the unit, the start date of the mobilization, the operation the mobilization is in support of, the duration of the unit's mobilization and the authority (12302 or 12304, etc.) under which the mobilization is ordered. It also indicates the unit's home station location and the planned mobilization station. The DA mob order triggers actions and authorizations within the Army to provide resources and support in order to increase the mobilizing unit's readiness prior to the actual mobilization date. Once the DA mob order is issued, the designated active component supporting command responsible for command and control, training support and validation of mission readiness prior to deployment, issues a unit mob order specifying the mob and de-mob locations and

administrative instructions. This unit mobilization order, (formerly known as the "CONUSA" - Continental US Army order) may adjust the mob and de-mob locations from the DA order based on changes to capacity or other issues. For RC forces assigned to FORSCOM, the unit order is issued by First Army.

#### 2-5. AOR/Operations Specific Information

a. For RC forces assigned to US Army Pacific (HI ARNG, 9<sup>th</sup> MSC), USARPAC issued the unit mob station order.

b. For RC forces assigned to [US Army Europe](#) (1<sup>st</sup> CSC), USAREUR issues the unit mob station order.

c. For RC Forces assigned to US Army Special Operations Command (ARNG SOF, USACAPOC), USASOC issues the unit mob station order. Based on the CONUSA order, the unit begins coordination with the supporting command and the installation where the unit will mobilize.

d. The CONUS unit orders are processed and issued in DAMPS-U on the Non-Secure Internet Protocol Router network (NIPRnet), part of the MOBCOP system.

Once the CONUSA order is issued, the respective reserve components may begin issuing individual Soldier mobilization orders. Commanders identify the Soldiers required and ready for mobilization by battle rostering the Soldiers to a mission specific deployment-manning document (DMD).

e. The individual Soldier mobilization orders are issued based on the unit, operation, authority, and dates established by the DA order.

For 12302, 12304, 12304b activations, the ARNG DMDs are built in MARRS-N (Mission Analysis and Readiness Reporting System) and the Soldier's individual mob orders are issued by DAMPS-OCOTCS.

For 12304 and 12304b activations, USAR DMDs are built in and Soldiers' individual mob orders issued in by DAMPS-OOCTCS. For 12302 activations, USAR DMDs are built in RCAS and the mob orders are issued in RLAS (Regional Level Automation System).

### SECTION III

#### Employment Activities

#### 2-6. Theater Employment of RC Forces

a. The supported commander as directed employs the mobilized or activated RC forces. Once deployed, RC and AC forces are functionally identical as part of the theater assigned force. The unit Boots on Ground (BOG) period is determined by the established service rotation

policies. One consideration that AC commanders must recognize is the RC force period of service is strictly limited by the duration of the unit and Soldier's mobilization and RC forces must be released from theater in time to conduct required demobilization and out-processing activities.

b. CONUS Mission Support. Contingency operations may require RC support from CONUS mission locations. Such support may include MFGI mobilization support operations, augmentation of AC missions or reach back support to deployed commands.

## SECTION IV

### Reserve Component Orders.

#### 2-7. Involuntary Mobilization

a. Should reach Soldiers at least 30 days prior to their effective report date (The specific order writing guidance will be followed to include the following:

(1) A statement that the order to active duty is in "support of a contingency operation" for those activations under 12302 or for specified contingencies under 12304.

(2) The name of the operation being supported (e.g., ENDURING FREEDOM, INHERENT RESOLVE, FREEDOM'S SENTINEL, etc.).

(3) The applicable legal authority (statute) under which the member is serving. 10 U.S.C. 12302 (for members called to active duty involuntarily), and reference to "Executive Order 13223, dated September 14, 2001. 10 U.S.C. 12301(d) (for members serving voluntarily).

(4) The period of service under 10 U.S.C. 12302 is exempt from the five-year limit as provided in 38 U.S.C. 4312(c)(4)(A).

b. The Secretaries of the Military Departments have each determined the period of service under 10 U.S.C. 12301(d) as exempt from the five-year limit as provided in 38 U.S.C. 4312(c)(4)(B).

c. It is not necessary to include the terms "voluntary" or involuntary" active duty within these orders.

d. All orders for individuals and units will contain the statement "Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check ESGR online if you have questions regarding your employment/reemployment rights."

e. Headquarter authorities will issue mobilization orders: Headquarter authorities will issue mobilization orders in accordance [AR 600-8-105](#) for Reserve Component individuals, units, or DUIC units and will include the information in the above section.

## Section IV

### Manning of Mobilizing Units

#### 2-8. Manning:

a. Ensure all units are not directly manage by AHRC, as outlined in the manning guidance. If cross leveling cannot achieve the specified floors, Commands must notify AHRC. Senior Mission Commanders are responsible for ensuring fill of their co-located subordinate units. AHRC will fill geographically separated/dispersed elements from the Parent Brigade level Headquarters through inbound assignments or by cross-leveling on the installation.

b. The [Active Component Manning Guidance](#) (HQDA EXORD 165-16) dated 5 April 2016 sets forth the guidance for manning deploying AC units. Under no circumstance, will a unit drawdown below mission capable status unless approved by HQDA G-3/5/7.

(1) Submit ASCC requests for distribution action to HQDA G-3/5/7, DAMO-ODO and must include a statement that internal distribution actions would require draw down of an active Army unit below current directed strength management levels.

(2) Manning of rotational forces for non-hostile fire pay areas (Korea and European Reassurance Initiative – Operation Atlantic Resolve (ERI-OAR)) will be executed in accordance with HQDA EXORD 154-16 [Rotational Business Rules](#).

c. Manning of RC Units. NG and AR are not authorize to cross-level between compos; cross leveling between AR MSCs requires CG, USARC approval. Cross leveling is to be complete prior to the effective date of mobilization for the alerted RC units.

(1) Cross-leveling of Non-Alerted Units.

Reserve Component (RC) units not on alert are permitted to involuntary cross-level consistent with the reasonable-commuting-distance limitations found in [AR 135-91](#), and [AR 140-10](#). If a RC Soldier is involuntarily cross-leveled to a unit outside of the reasonable commuting distance (as that term is defined in [AR 140-10](#)), he or she must be afforded the opportunity to conduct rescheduled Inactive Duty Training (IDT) within a reasonable commuting distance from his or her residence. Limitation is not applicable to IDT where the Army provides the RC Soldier with transportation, quarters, and subsistence relative to such training.

2-9. Cross-leveling Non-Alerted to Alerted Units:

National Guard State Adjutants General (TAGs) and the Commander, US Army Reserve Command (USARC) have the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within their command prior to mobilization in order to increase personnel readiness of an alerted or sourced unit. Non-deploying units, however, will not be decremented below the minimum acceptable personnel readiness levels in accordance with [AR 200-1](#). A Sourced Unit is any unit that is identified to fill a known Theater or COCOM operations support requirement. These units are given the highest priority for resourcing and are referred to as Deployment Expeditionary Force (DEF) units. These units are primarily identified during Sourcing conferences (DA/JFCOM/FORSCOM/CENTCOM). As requirements change, other units commonly referred to as Contingency Expeditionary Force (CEF) or Ready Expeditionary Force (REF) will be identified as sourced units to fill these additional requirements.

2-10. Time Allocation:

For ARNG, [NGR 600-100](#) (Commissioned Officers – Federal Recognition and Related Personnel Actions) and [NGR 600-200](#) (Enlisted Personnel Management) will be used in executing assignments and reassignments during the alert phase prior to the effective date of mobilization.

AR commands follow guidance in [AR 140-10](#) (Assignments, Attachments, Details, and Transfers). Although the AR will attempt to complete all cross-leveling actions early in the alert period, cross-leveling reassignments will continue after M-date until the unit achieves deployment criteria.

CS and CSS units in support of contingency operations (OIF/OEF) will deploy at 95-100% of authorized strength.

2-11. Personnel Supplemental Fill.

Passback is the process for the RC to request AC personnel to fill RC shortages. RC deployed units should not exceed AC deployed fill rates using Passbacks. Requirements for shortage skills passed back from the RC to the AC are at a percentage consistent with the average for deployed AC units. For instance, if 35F NCO fill of deployed AC units is 85%, then RC units will not exceed 85% using "passback" 35F AC Soldiers.

2-12. Individual Ready Reserve (IRR).

a. The IRR is a manpower pool consisting of individuals who have had training and have previously served in the Active Army or Selected Reserve. It is comprised of Soldiers who must fulfill their Military Service Obligation (MSO) under Section 651 of Title 10 USC, Soldiers fulfilling a service obligation incurred via contract, and those who have fulfilled their MSO and who



voluntarily remain in the IRR.

b. IRR Soldiers are subject to involuntary active duty (AD) for training and fulfillment of mobilization requirements, in accordance with Sections 12301(a) and 12302 of 10 USC. Consider IRR Soldiers immediately available when ordered to AD under Section 12301(a) or 12302 of 10 USC, or other applicable provisions of law authorizing the order of the Ready Reserve to AD.

c. Per DODI 1235.12 once deploying RC units identify shortages, the component manager will use available resources to include use of volunteers, task organizing at the unit level, and cross-leveling Soldiers out of non-deployable units.

d. Policies and procedures as found in AR 601-25. IRR Soldiers ordered to AD who would like to request delay or exemption to AD will follow Active Guard Reserve (AGR):

1). Mobilized Title 32 (ARNG) AGR. Soldiers will be released from Full-time National Guard Duty (FTNGD) the day before mobilization with their unit of assignment. Soldiers' current AGR orders will be amended to show the new end dates of their AGR tours.

2). Each mobilized AGR Soldier will be issued a Certificate of Release or Discharge from Active Duty (DD Form 214).

3). The Separation Program Designator code will be "MBK", narrative will be "completion of required active service", RE code will be "1", and the authority will be the statutory authority under which the mobilization is being conducted, such as "10 USC 12302".

4). Accountability of Title 32 AGRs on mobilization date will be against the numbers of Soldiers authorized mobilization under 10 USC 12302.

5). Mobilized AGRs are counted against AGR end-strength. Upon demobilization, these personnel will revert to a Title 32 AGR status. Soldier will remain on the Active Army Pay System during mobilization.

6). ARNG AGR Soldiers may volunteer for transfer to a mobilizing unit, however, unit commanders and/or State Adjutants General (TAGs) must approve/disapprove such requests. Normally, such request should be denied so that the quality of the full-time support of later-mobilizing units will not be degraded.

7). Involuntary Separation Actions for a Title 32 AGR Soldier: If a Title 32 AGR Soldier is pending involuntary separation actions due to non-selection by the Active Service Tour Continuation Board (ASTCB) and they have reached their retention control point (RCP), they will continue to process for separation if they have begun transition leave prior to publication of the unit alert order by HQDA.

#### 2-13. ARNG Title 10 AGR Soldiers:

Upon request by the Adjutant General, Title 10 AGR Soldiers (ARNG) can be ordered to mobilize and deploy with a specific unit from their home station. The Title 10 AGR Soldier will prepare a DA Form 4187 to request release from Title 10 AGR duty status in order to mobilize and deploy with a unit. Prior to demobilization, the Title 10 AGR Soldier is required to contact their designated assignments officer to begin the process for their return to Title 10 AGR duty status.

#### 2-14. Full-Time National Guard Duty for Operational Support (FTNGD-OS) to Attend SRP:

States are authorized to place ARNG Soldiers on FTNGD-OS in order to attend Soldier Readiness Processing (SRP) with their gaining unit. This will provide the requisite per diem and travel fund authorization permitted by regulation.

#### 2-15. Inactive National Guard (ING):

General: Soldiers in the ING are members of the ARNG Ready Reserve and are subject to involuntary call-up and deployment as determined by the Secretary of the Army per 10 USC 12302 or 10 USC 12304 and per [DOD Directive 1200.7](#), paragraph 4.2. ING Soldiers will be

briefed when they enter the ING program that they are subject to mobilization. Upon alert orders, commanders will contact ING Soldiers and notify them that they are being mobilized. They should return to an active (paid drill) status prior to their unit's M-Day. ING Soldiers may be involuntarily cross-leveled to any alerted unit within the State, even if their own unit is not alerted, mobilized or deployed. ING Soldiers must be placed in an active status prior to assigning them to the alerted unit. They cannot be assigned to the alerted unit while still in the ING.

The Ready Reserve includes the ING; therefore, RC Unit Stop Loss, when applicable, affects ING Soldiers who are assigned or cross-leveled to alerted/mobilized units.

Soldiers approaching ETS: The unit will have five days in which to capture and track each. Soldier's "real time" ETS/ESA/Retirement date when the unit is alerted. If RC Unit Stop Loss is in effect, SIDPERS-ARNG will be "top-loaded" with the date of 31 Dec 2031.

## 2-16. Non-Deployable Criteria.

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
Medical Board has established permanent geographic or climate duty limitation	Ineligible for deployment to specified restricted geographical areas as stated on DA Form 3349	Soldier must have physical profile documented on DA Form 3349. For urgent military reason, Soldier can be moved to the areas precluded by a medical board and duties can be limited to prevent undue health hazards.
Temporary profile (TP) or Convalescing	Ineligible for deployment until temporary disqualification expires	Soldier must have physical profile that prescribes limitations that prevent medical clearance for overseas deployment. The commander and physician can determine if the Soldier is deployable.
Permanent Profile "3" or "4"	Ineligible for deployment if undergoing a MEB/PEB or MMRB has determined Soldier is non-deployable.	Soldier can deploy the MMRB determines Soldier is deployable. <i>(PAM 600-8-1-1, para 5-9.c.(4))</i>
Pregnant	Ineligible for deployment throughout pregnancy.	Soldiers found pregnant after deployment will be removed from the area of responsibility (AOR) when cleared by medical authority. <i>(AR 614-30, para 3-8.b.(3) &amp; Table 3-1, item 30)</i>
Mother of newborn child	Ineligible for deployment until 6 months after birth	Soldiers may waive deferment. <i>(AR 614-30, Table 3-1, item 32; &amp; PAM 600-8-101, para 5-7.e.(8))</i>

Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
Certain psychiatric diagnoses requiring antipsychotics or anti-depressants	Ineligible for deployment until medically determined deployable	Soldiers with certain psychiatric diagnoses and who take antipsychotics or anti-depressants are disqualified from deployment IAW <a href="#">Policy for Deployment – limiting Psychiatric Conditions and Medications dated 07 Nov 06</a> . Asst Sec Def, Health Affairs (Dr. Winkenwerder)
Missing DNA collection record	Ineligible for deployment but can be mobilized.	Mobilization Station will collect DNA specimen. Soldier is deployable once DNA is on file.
Women's Readiness Class "3" or "4"	Ineligible for deployment	Class "3" Soldiers are eligible for mobilization within CONUS given they are first cleared/approved by servicing MTF commander.
Substance Abuse	RC Soldiers who are found to be drug dependent during the screening will be released from active duty IAW the 25-day rule and referred to HRC for initiation of separation actions. RC Soldiers, who test positive, but not drug dependent, are deployable.	RC Soldiers who are mobilized and on active duty for more than 30-days will be promptly tested for illegal drug use.
Dental Class "3" or "4"	Ineligible for deployment if the Soldier requires treatment for pain, trauma, oral infection, or follow-up care	Dental Class 3 Soldiers are eligible for deployment within CONUS in support of contingency operations. Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through use of passive holding. (AR 614-30, Table 3-1, item 36)
Dental Record is missing, incomplete or no panoramic x-ray on file	Ineligible for deployment but can be mobilized.	Mobilization Station will correct panoramic shortfalls. Deployable once corrective action is completed and x-ray is on file.
Adopting child	Deferred for deployment if Soldier is a single parent or dual-military for 6 months from date child is placed in the home	Soldier can waive deferment. (AR 614-30, Table 3-1, item 31; & PAM 600-8-101, para 5-7.e.(9))
Has Family member assigned to the same unit that is scheduled for deployment	Eligible for deployment unless request is approved	Reassignments may be approved for all but one Family member. Unit is defined as battalion, squadron or element of 500 or less. (AR 614-30, para 3-8.a.(3))

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Non-Deployable Criteria	Eligible/Ineligible for Deployment/Mobilization	Additional Comments
No approved or re-certified Family Care Plan (FCP)	Ineligible for deployment but will remain at mobilization station until FCP is approved or separation initiated.	Soldier is non-deployable until CDR approves FCP per AR 600-20. If FCP is not available for validation then command will initiate appropriate action. Civilians & Emergency Essential Civilians are responsible for ensuring an adequate FCP is in place at all times. (AR 614-30, Table 3-1, item 14)
Sole surviving son or daughter status	Permanently non-deployable to combat duty or hostile fire area (HFA).	Soldier may submit request for waiver of non-deployable status. (See AR 614-30, para 3-8.a.(5) & Table 3-1, item 21; & PAM 600-8-101, para 5-7.f.(5))
If a Soldier's family member is killed, dies, is or was missing in action or captured, or has been determined by Department of Veterans Affairs or a Military Service to be 100 percent physically or mentally disabled because of service in a HFA.	Non-deployable to a HFA if a request for exemption is approved.	Soldier must submit a request to be exempted from serving in a HFA (AR 614-30, Table 3-1, item 22; & PAM 600-8-101, para 5-7.f.(6))
Lautenberg Amendment	Non-deployable for missions that require possession of firearms or ammunition	(AR 614-30, para 3-8.g & Table 3-1, item 47; & PAM 600-8-101, para 5-8.c.)
Non-completion of Basic Officer Leadership Course (BOLC) or Warrant Officer Basic Course (WOBC)	Ineligible for mobilization and/or deployment until training is completed	10 USC 671 requires completion of BOLC for officers and WOBC for warrant officers. (AR 614-30, para 3-8.c.(2) & Table 3-1, item 9; & PAM 600-8-101, para 5-7.f.(7))
Non-completion of Initial Entry Training (IET)	Ineligible for mobilization and/or deployment until training is completed	If Soldier will graduate within 60 days, issue delayed mob orders. If graduation is beyond 60 days, do not mobilize unless accelerated training seat has been coordinated with TRADOC & approved by ASCC & HQDA. Reassign Soldier to a derivative unit identification code (DUIC) -- Soldier will be mobilized upon graduation. (AR 614-30, Table 3-1, item 9; & PAM 600-8-101, para 5-7.f.(7))
High School Students	Ineligible for mobilization if in high school and under age 20	RC Soldiers enrolled in college or professional school will be mobilized unless their Commander grants an exception.

## References

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## CHAPTER 3—CRC DEPLOYMENT/REDEPLOYMENT

Seven Stages of the Deployment Cycle Support - Train-up / Preparation, Mobilization, Deployment, Employment, Redeployment, Post-Deployment, Reconstitution. More information on each is available through the ECW webpage.



Lead: G-3/5/7 – ODO, FORSCOM- CRC,  
Assist: NGB, USARC

### Section I

#### Deployment Cycle Support

##### 3–1. Purpose.

To provide guidance, business practices, and policy for all personnel supporting the Overseas Contingency Operation (OCO). This includes Active Component (AC) Soldier, Reserve Component (RC) Soldier (USAR and ARNG), appropriated/non-appropriated DA civilian, contractor, Army and Air Force Exchange Service (AAFES) civilian personnel, Red Cross volunteer, and any other military service member deploying or re-deploying in support of OCO.

##### 3–2. Deployment Eligibility.

Deployment eligibility is determined in accordance with regulations prescribed by the Secretary of the Army.

##### 3–3. General Guidance.

All military personnel must meet Soldier readiness standards in accordance with [AR 600-8- 101](#), Human Resources (HR)-General HR Processing (In-, Out-, Soldier Readiness, and Deployment Cycle Support (DCS)).

##### Voluntary Separation Actions.

If pending voluntary separation, discharge, or transfer to the Individual Ready Reserve (IRR) or the Retired Reserve, for other than maximum age or other disqualifying reason, the voluntary

action must be effective prior to the unit/individual's mobilization date. Other voluntary and involuntary separations will be handled on a case-by-case basis as they occur. Voluntary Separation Actions include Title 32 AGR Soldiers who have been non-selected by the Active Service Tour Continuation Board (ASTCB) and who have elected to retire. They must begin transition leave prior to publication of the unit alert order by HQDA. These Soldiers will continue to process for separation.

#### 3-4. Deployment Cycle Support (DCS).

In order to better prepare Soldiers, DA Civilians, and their Families the DCS is a comprehensive process that ensures proper sustainment throughout the deployment cycle. The DCS Directive applies to all AC and RC Soldiers, DA Civilians and their Families and their well-being throughout the deployment.

#### 3-5. Voluntary Separation Actions.

a. If pending voluntary separation, discharge, or transfer to the Individual Ready Reserve (IRR) or the Retired Reserve, for other than maximum age or other disqualifying reason, the voluntary action must be effective prior to the unit/individual's mobilization date.

The chain of command will handle voluntary and involuntary separations on a case-by-case basis situation, as they occur.

b. Voluntary Separation Actions include Title 32 AGR Soldiers who have been non-selected by the Active Service Tour Continuation Board (ASTCB) and who have elected to retire. They must begin transition leave prior to publication of the unit alert order by HQDA. These Soldiers will continue to process for separation.

#### 3-6. Expeditionary Civilian Workforce (ECW).

Deployment Cycle Support (DCS) is a comprehensive process that ensures Soldiers, DA Civilians and their families are better prepared and sustained throughout the deployment cycle. It provides a means to identify Soldiers, DA Civilians and families who may need assistance with the challenges inherent to extended deployments.

Personal reconstitution for Soldiers is both commanders' and sergeants' business, and the Army provides them with the right tools and training to execute the mission. The goal of the DCS process is to facilitate Soldier, DA Civilian and family well-being throughout the deployment cycle.

All Soldiers deployed away from home station for 90 days or more will complete the DCS process. Integration of services for DA Civilians and families in every stage of the process is a priority, and DA Civilians are highly encouraged to take advantage of the resources provided.

#### 3-7. Deployment Packets

a. DA PAM 690-47 provides specific guidance on additional documents that may be applicable. All personnel will have a deployment packet prepared prior to departure from home station.

AC Units and Individuals. The home station will initiate and complete deployment packages for RC units and individuals. All packets will be filed in iPERMS, in electronic format.

RC Units and Individuals. RC units will initiate the deployment packet. All National Guard packets are contained within iPERMS, in electronic format. Mobilization stations will complete packages for RC units and individuals. Process and finalize DA 7425 will be put in iPERMS.

DOD/DA Civilians. DOD/DA civilians' supervisors and Civilian Personnel Administration Center (CPAC) offices will initiate and complete deployment packets for deploying Civilians. The CONUS Replacement Center (CRC) will complete deployment packets for civilians deploying. The supervisor, CPAC, and CRC will retain copies of deployment packets.

Contractors. As part of the deployment processing for contractor employees, CRC will screen contractor personnel records, conduct theater specific briefings and training, issue theater

specific clothing and individual equipment, verify that medical requirements (such as immunization, DNA screening, HIV testing and dental examinations) for deployment have been met, and arrange for transportation to the theater of operations. It is the responsibility of the contractor to ensure its employees receive all required processing information.

b. Mobilization Station. The servicing home station MILPO/MPD/MTF, parent unit/agency, or MFGI. MFGI will ensure all documents for movement are in iPERMS. The MFG will review the deployment/mobilization folder within iPERMS to verify all required documentation is contained in the Soldier's record.

Mobilization Packet.

Process relevant finance documents in iPERMS.

- Readiness and Deployment Checklist (DA Form 7425).
- All documents required for [DA Form 7425](#) must be included with Military Packet.
- [Individual Mobilization Packet](#) Civilian
- [\(DA PAM 690-47\) Contractors](#)

MAR2/MDRB determination or documentation of waiver approval by MMRBCA for Permanent 3 or 4 PULHES physical profiles.

Updated Retirement Points Statement, and if applicable, copy of 20-year letter.

These documents are required in the event of an unfit finding by the Physical Disability Evaluation System

Mobilization Finance Packet.

- 1) Mobilization orders.
- 2) Form W-4 (Employees Allowance Withholding Certificate) if a change of marital status or exemptions is required or if the Soldier desires to change the amount of additional Federal Tax Withholding.
- 3) Approval letter from DFAS for secondary dependency. Documents include marriage certificate, divorced decree, birth certificate(s), and child support court order.
- 4) DD Form 2367 Overseas Housing Allowance (OHA) to establish OHA entitlement for Soldiers called from an OCONUS location.
- 5) DA Form 4187 for CONUS and OCONUS cost of living allowance (COLA) entitlements.
- 6) DD Form 1561 to establish Family Separation Allowance.
- 7) Orders to pay incentive or special pay
- 8) Requirements for Civilian Packet.
- 9) Readiness and Deployment Checklist (DA Form 7425).
- 10) DD Form 1610 or other applicable movement orders.
- 11) DD Form 93, Record of Emergency Data.
- 12) DD Form 2365, Declared Emergency Essential (EE). DA Civilian s occupying emergency essential positions will bring a copy of their signed agreement to the deployment site.



- (1) DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet).
- (2) Medical Pre-Deployment Questionnaire.
- (3) Automated Employee Master Record (EMR)/printout SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

3-7. CONUS Replacement Center ([CRC](#)).

a. The [CRC's](#) mission is to receive and process individual non-unit related personnel (NRPs), civilians, and contractors for deployment to and re-deployment from the theaters of operations.

Official Mailing Address:

CONUS Replacement Center (CRC) 1733 Pleasanton Rd, Bldg. 1007  
Ft. Bliss, TX 79916

<p>CRC Operations For questions or concerns relating to CRC processing. 24 hour 7 days per week operations <a href="mailto:usarmy.bliss.5-ar-bde.mbx.crc-s3-op@mail.mil">usarmy.bliss.5-ar-bde.mbx.crc-s3-op@mail.mil</a></p>	<p>Desk: 915-568-6296 Alt: 915-568-6694 Alt2: 915-568-6231 DSN: 312-978-6296</p>
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b. CRC Exception Policy.

- (1) Temporary Duty (TDY) in theater 30 days or less are the only exception to CRC attendance and processing. These individuals will follow the direction of AR 55-46, Chapter 8 (14 June 2017).
- (2) TDY of 31 days or greater will follow the guidelines herein and process through the CRC.

3-8. CENTCOM Theater Specific Individual Requirement Training (TSIRT).

All personnel will execute the below training requirements prior to deployment to CENTCOM (click here for [TSIRT Requirements Sheet](#)):

a. Pre-Certification.

The first O-6 or civilian equivalent in the rating chain may verify the training status on the pre-certifiable requirements by submitting the [TSIRT Pre-certification Memorandum](#) (instructions for completing the memo are included). The Contracting Officer's Representative (COR) will verify the training status on the pre-certifiable requirements for contractors. All are encouraged to have pre-certification complete prior to arrival at the CRC. If not complete, personal time will be limited. Individuals who arrive at the CRCs without pre-certification will receive the required training at the CRC.

b. Online Training.

Individuals can access online training at <https://atiam.train.army.mil/soldierPortal>. Each individual accessing this site must have an AKO username and login to gain access. Once logged onto the site, click on the link labeled "What's Hot" located under the Alerts section; click on "Theater- Specific Individual Requirement Training Course". Successful completion of each block of instruction provided on this website will render the user a self-certifying

completion certificate. An O-6 or civilian equivalent in the rating chain is NOT required to verify the training status for instruction completed on this website. Individuals must bring copies of their certificates with them to the CRC.

Individuals with a "sponsored" AKO account will not be able to access all training modules (OPSEC, Heat Injury, EO/POSH, and Report Intel Info). Verification of training by CRC prior to deployment of Soldiers is required.

c. Personnel Recovery Training.

(1) All personnel traveling OCONUS on leave, TDY, or a deployment must complete a Pre- OCONUS Travel File Program Survey ([PRO-file](#)), which creates a digital ISOPREP File in the Personnel Recovery Mission Software (PRMS) database. Soldiers and Army civilians shall review their ISOPREP within 90 days of traveling OCONUS.

(2) Theater entry requirements vary. Use the FORSCOM Pre-deployment Guidance ISO COCOMS to determine individual requirements, accessed through AKO at <https://www.us.army.mil/suite/page/592726>

(3) MFGI Commanders will validate Personal Recovery (PR) requirements for units/individuals at Force Generation Platforms (FGP) and CONUS Replacement Centers (CRC) prior to deployment. Reference Field [Manual 3-50.1— Army Personnel Recovery](#), Army Regulation 350-1 Training, Army Regulation 525-28, Personnel Recovery, and FORSCOM pre- deployment guidance.

3–9. United States Army Africa (USARAF) Theater Specific Individual Requirement Training. All Army Soldiers, Department of the Army (DA) Civilians, and DA contractor that travels or deploys to Africa must complete the training requirements accessible through Army Knowledge Online (AKO) <https://www.us.army.mil/suite/page/62243>. United States Army Africa (USARAF) training requirements must be completed to standard prior to entering Africa. Send completed USARAF Training Certification Worksheet signed by first O6 in chain of command to USARAF Operations Management Center before travel to [USARAF.OPS@EUR.ARMY.MIL](mailto:USARAF.OPS@EUR.ARMY.MIL) E-mail or call DSN 314-635- 4374/4377 or (39) 0444-71-4374 if there are questions.

3–10. United States Army Europe (USAREUR) Theater Specific Individual Requirement Training. All military and DOD Civilian personnel will complete all pre-deployment requirements IAW AR 600-8-101, Personnel Processing (In-Out, Soldier Readiness Mobilization and Deployment Processing), 19 Feb 15 Individual Deployment Processing.

a. Non-unit Related Personnel (NRP).

NRPs include members of the AC, RC, DA Civilian s (appropriated and non-appropriated funded unless otherwise specified), DOD contractor personnel, AAFES employees, Red Cross workers and other service component members (Air Force, Navy, Marines, Coast Guard). Requests by other services or federal agencies for the use of Army CRCs by their personnel must also be approved by HQDA G-3 (DAMO-ODO). Personnel processed through the CRC will be reported in Replacement Operations Automated Management System (ROAMS). Reference [AR 600-8- 101](#), Chapter 6.

b. Individual [Redeployment](#).

All personnel are required to redeploy back through the same deployment site upon completion of their tour of duty, except Soldiers who are redeploying with a unit to which they have been assigned or attached OCONUS. If a Soldier redeploy with a unit serviced by another MILPO, then that MILPO is responsible for informing the original MILPO of the

Soldier's return and coordinate REFRAD and separation in eMILPO. Reference [AR 600-8-101](#), Chapter 7.

### 3-11. PERSTEMPO

a. PERSTEMPO is a congressionally mandated program, directed by the Office of the Secretary of Defense (OSD). The PERSTEMPO functionality in eMILPO is an integrated system used by all three Army components. It is the Army's method to track and manage individual rates of deployment (time away from home), unit training events, special operations/exercises and mission support TDY(s). The integration of Component data gives the Army a consolidated view of its deployment across all components. The

b. PERSTEMPO functionality in eMILPO and eMILPO Data store query tool enable Army organizations to track and report individual deployments.

The High Deployment Per Diem (HDPD) and General Officer Management were put on hold due to the National Security Waiver signed 8 Oct 2001, and remains suspended until further notice. Field and headquarters organizations will to continue deployment data tracking and reporting in order for the Army to assess the deployment posture of Soldiers accurately.

c. PERSTEMPO events will be input by PERSTEMPO Users in a timely manner. In most instances, PERSTEMPO events should be entered prior to departure on TDY, Operational deployment, exercises, unit training, or Hospitalization away from duty station.

d. When the unit departs, every deploying member must be reported through PERSTEMPO. Ensure Accuracy in ENTRY. Request copies of all orders, deployment, TDY, pay vouchers, enter dates as shown on the documents.

## References

[illegible]

## Chapter 4 Individual Volunteers & Replacements



LEAD: AHRC

ASSIST: NGB, USARC

### 4-1. Background

The Army continues to streamline the process that the RC Soldiers volunteers for active-duty; it has been a team effort. In 2003, G-3's technical support team (Team DAMPS) built the original DAMPS-S system, a classified web application that accepts manually scanned RC CO-ADOS volunteer paper requests for HQDA validation and approval.

In 2008, Human Resources Command sponsored a Lean Six Sigma ADOS initiative, which included stakeholders across the Army. That effort led to simplified manual ADOS procedures that reduced and standardized document requirements across component. The L6S team further advocated completely automated procedures for ADOS. DAMPS-A makes automated procedures a reality. Today, Soldiers are supporting missions around the world due to the progressive change DCS-G-3/5/7 makes to bringing volunteers and valid mission positions together.

Today, RC Soldiers of the Selective Reserve may access [MOBCOP](#) to view what positions are available for fill for [Operational Support](#)  
<https://mobcop.army.mil/MobcopPortal/UI/Login.aspx#>

### 4-2. Validation and Approval Authorities for OS Requirements

a. CO-ADOS Requirements. AR 135-210, the DCS, G-3 (DAMO-ODM) validates CO-ADOS requirements in support of contingency operations and defined in Title 10, USC, Section 101 (a)(13).

b. The DCS, G-3 also approves specific Soldiers for fill against validated CO-ADOS requirements. Finally, the DCS, G-3 will revalidate and approve extensions of all CO-ADOS requirements. The DCS, G-3 will use the Department of the Army Mobilization Processing System (DAMPS) in validating CO-ADOS requirements and approving Soldiers for fill against CO-ADOS requirements, and DAMPS information will be made available to HRC program managers to ensure there is an authoritative and reconcilable record of all CO-ADOS Soldiers.

c. [ADOS](#) Requirements. In accordance with AR 135-210, the DCS, G-1 validates ADOS requirements for non-contingency, operational support missions that are funded by the Military Personnel, Army (MPA) appropriation.

d. The DCS, G-1 will use Tour of Duty (TOD) in validating ADOS requirements and approving Soldiers for fill against ADOS requirements. Finally, the DCS, G-1 revalidates

and approves extensions of all ADOS requirements.

#### 4-3. Management Controls

a. Regardless of the duration of OS orders, RC Soldiers will remain in Reserve systems for management and officers will remain on the Reserve Active Status List (RASL). RC Soldiers will move to active management and officers will move to Active Duty List (ADL) only if they apply and approve for accession into the Active Army.

b. Commanders are responsible to ensure Soldiers on OS orders are REFRAD from active duty by the termination date. If the mission is ongoing and valid, units must initiate a request for amendment to orders in a timely fashion (60-90 days). As always, the needs of the Army is the primary consideration, termination of orders for Soldiers on ADOS, ADOS-RC, or FTNGD-OS orders may be released before their orders termination date. The Army will work with Soldiers who wish to remain on orders and can fill another valid position/mission.

c. Soldiers limited to 1095 days of OS service, and missions must meet the needs of the Army. Big Army will always look to RC resource, to prevent "three year" or "three-out-of-four- year" rule. Commanders should always identify in detail why the Soldier they request fill the position, RC count against Active Duty or AGR end strength (as appropriate). Accordingly, OS orders will count against Active Duty or AGR end strength and require a signature from a BG or SES equivalent. The request will be sent through HRC to the approval and validation authorities. However, before doing so, consider documenting long-term manning requirements as full-time billets on unit staffing documents.

#### 4-4. Qualification Criteria:

a. Procedures to source, request, deploy and receive individual augmentees. This includes IRR, retirees, and IMA Soldiers. All regulatory personnel requirements for mobilization apply to each Soldiers status. There are four distinct actions required for each Reserve component (RC) alert/mobilization request: approval, coordination, notification, and release. All requests must process through the weekly Joint Mobilization Meeting and the Secretary of Defense Operations Book (SDOB) to ensure timely release of alert/mobilization orders. The military Department Secretaries may approve individual mobilization orders for emergent requirements and special capabilities with no less than 30 days notification, and all Military Department criteria met.

b. All voluntary mobilizations, including those exceeding 12months, individuals with a dwell ration less than 1:4 or individuals with less than 90 days between mobilization order approval and the Military Department Secretaries may approve mobilization date. Service members may waive the 30-day notification requirement for voluntary or involuntary mobilizations. A Derivative Unit Identification Code (DUIC) may be created to form a tailored force to meet Forces Command (FORSCOM) defined requirements when a full parent unit is not required. Issue a DUIC base on approval by HQDA G-3/5/7.

4-5. REFRAD: Units and individual Soldiers will demobilize from the same installation that processed them to active duty unless otherwise directed.

#### 4-6. Requirements for Fill

a. Individual Augmentation (IA):

These requirements are commonly referred to as WIAS requirements because they are found in the Worldwide Individual Augmentation System (WIAS). Using WIAS, HQDA through Army G- 3/5/7 will task Army Commands (ACOM), Army Service Component

Commands (ASCC) and Direct Reporting Units (DRU) to provide the personnel to fill Joint Staff approved Joint Manning Document (JMD) positions or Request for Forces (RFF).

(1) IA's are temporary duty positions (military or civilian) identified by a supported COCOM to augment operations during contingencies. This includes positions required to satisfy a heightened mission need in direct support of contingency operations. IAs may be assigned for performing a specific mission, even though their assignment exceeds unit-authorized strength (Reference [DA PAM 500-5-1](#), Individual Augmentation Management).

(2) In order to gain approval for IA fill, ACOMs, ASCCs and DRUs must follow the procedures outlined in [CJCSI 1301.01D](#) and [DA Pam 500-5-1](#). Units can request a WIAS account at <https://wias.pentagon.mil/>.

(3) HQDA G-3/5/7 DAMO-ODO tasks Active Army units for fill, or can solicit for volunteers among all Army components IAW reference in 5-2(a)(1).

(4) ACOMs, ASCCs and DRUs can solicit volunteers from the Reserve Component (to include retired Soldiers) to fill their WIAS takings.

b. Unfilled positions in Army organizations that HQDA G-3/5/7 has validated through the Force Management System Web Site (FMSW eb) for fill under ADOS or retiree recall. This includes vacancies in Table of Distribution and Allowances (TDA)/Modification Table of Organization and Equipment (MTOE) deploying units (MOB TDA vacancies) and vacancies in deploying RC units.

c. ACOMs, ASCCs and DRUs can solicit volunteers from the Reserve Component (to include retired Soldiers) to fill their vacancies by using Tour of Duty at [https://mobcop.army.mil/tod/default\\_new.aspx#](https://mobcop.army.mil/tod/default_new.aspx#).

#### 4-7. Volunteering for Active Duty

a. Active Army Soldiers: If their commander, Active Army Soldiers can volunteer to fill IA positions by contacting their branch managers at HRC. Once a commander agrees to release a Soldier to fill an IA position, the IA Branch of the Army G-3/5/7 will formally task that commander's ACOM/ASCC/DRU in WIAS to provide that Soldier.

b. Department of the Army Civilian (DAC) Personnel: DAC Personnel can volunteer to fill IA positions in WIAS as well as other Department of Defense (DOD) global expeditionary augmentation requirements. For further information, go to DOD's Civilian Worldwide

Opportunities website at <http://www.cpms.osd.mil/expeditionary/>. At the bottom of this site, there is a link for a "complete listing of opportunities" which will provide a listing of all available positions.

c. RC Soldiers: For information on IA positions,

(1) RC Soldiers can go to the WIAS website at: <https://wias.pentagon.mil/>

(2) HRC website at: <https://www.hrc.army.mil/site/index.asp>

(3) Tour of Duty website at [https://mobcop.army.mil/tod/default\\_new.aspx#](https://mobcop.army.mil/tod/default_new.aspx#).

Once at the HRC website, click on "Ask and View Questions" under the "Ask HRC a Question" heading. This site will provide information on how a Soldier can volunteer for active duty tours and points of contact.

c. For USAR Soldiers considering **ADOS** tours greater than 180 days, please refer to the [OCAR memorandum, Reassignment of AR Soldiers on ADOS to the Individual Reserve, dated 26 May 2010](#).

d. Retired Soldier who want to volunteer for recall to active duty will need to apply through [Tour of Duty](#) or apply through HRC at <https://www.hrc.army.mil/site/reserve/soldierservices/mobilization/retireemobilization.htm>. For more details, refer to chapter 5-5 Retiree Recalls and [AR 601-10](#), *Management and Recall to Active Duty of Retired Soldiers of the Army, in Support of Mobilization and Peacetime Operations*, dated 13 March 2009. For information on IA positions, retired Soldiers can go to the WIAS website at: <https://wias.pentagon.mil/>.

#### 4-8. Contingency Operations Active Duty for Operational Support (CO-ADOS)

a. RC Soldiers voluntarily request to serve beyond their 24 consecutive months of mobilization under Partial Mobilization Authority Title 10 USC 12302 may request duty under the authority of Title 10 USC 12301(d), CO-ADOS.

b. Soldiers transitioning without a break in service from mobilization order to CO-ADOS will not go through the REFRAD process until the end of their CO- ADOS tour of duty, but should ensure update the Army's databases of records to reflect a change in status.

(1) Minimum processing should include Defense Enrollment Eligibility Reporting System (DEERS), Electronic Military Personnel Office (e-MILPO), Standard Installation Division Personnel System (SIDPERS), Regional Level Application Software (RLAS) and Finance.

(2) CO-ADOS: [OCAR, DAAR-HR memorandum, dated 26 May 2010, subject: Reassignment of Army Reserve \(AR\) Soldiers on Active Duty for Operational Support \(ADOS\) to the Individual Ready Reserve \(IRR\)](#). Specific provisions of this CO-ADOS policy may not necessarily apply to other ADOS programs. USAR TPU Soldiers who are currently serving on a CO-ADOS tour, and volunteer to extend their tour beyond 180 days, or have completed a CO-ADOS tour within 90 days and request an additional CO-ADOS tour that will exceed 180 days, will be processed for reassignment to the IRR.

c. CO-ADOS Requests: Updated CO-ADOS procedures went into effect on 5 January 2006 to support the voluntary transition of RC Soldiers from Title 10 USC 12302, Partial Mobilization to Title 10 USC 12301(d) voluntary CO-ADOS orders.

d. Commands should use partial mobilization prior to the execution of CO-ADOS for OCONUS missions and CO-ADOS for CONUS missions, where feasible. Commands and organizations can request an initial one-year CO-ADOS tour along with one-year extension as long as both are justified. The HQDA G-3/5/7 must approve all initial and extension requests prior to HRC publishing

e. CO-ADOS orders. Commanders or Force Requestors will announce their valid vacancies through Tour of Duty. HQDA G-3/5/7 will validate all positions. RC Soldiers will volunteer in Tour of Duty (TOD).

#### 4- 9. Packet Requirements.

a. This guidance covers packet requirements and routing requests for RC Soldiers to serve on voluntary initial or extension for CO-ADOS tours. Prior to approval in TOD, the Soldier's unit of assignment is responsible for verification of the 15 items listed below in sub paragraphs 4a through 4o. Career managers at Human Resource Command (HRC) will verify these items for Soldiers assigned to the Individual Ready Reserve, the Retired Reserve and USAR IMA Soldiers.

b. The National Guard Bureau and USARC will validate the 15 items below for their respective Soldiers. Packet Routing: the force requestor or Soldier's assigned unit will submit completed packets by utilizing the Tour of Duty System. Army G-3/5/7 (DAMO-ODM) will



validate CO-ADOS requests and forwarded to HRC via DAMPS for order processing. HRC will publish orders and ensure appropriate distribution of the order.

c. Requests for an IMA Soldier. The IMA agency will validate and approve IMA support. Once the request is complete, Army G-3/5/7, DAMO-ODM validates and approves requirement. The following procedures are required for requesting IMA Soldiers on Title 10 USC 12301(d) CO- ADOS orders.

(1) Submits a by-name IMA request to HQDA G-3/5/7, DAMO-ODM through TOD and DAMPS. This request must include the Soldiers' name, rank, SSN, report location (unit address, UIC); report date; duration; supporting named operation; IMA Assignment (UIC, para/line); duty location; duty description; additional instructions; and written justification for

(2) The IMA Soldier should be assigned in the billet requested for the mission.

(3) HRC will process mobilization orders directing IMA to report to their duty location.

(4) ARNG AGR Soldiers who wish to volunteer for CO-ADOS should contact their state Human Resource Office (HRO) for more information on TAG approval and re-accession into the AGR upon completion of the tour.

(5) AGR may volunteer for CO-ADOS tours with a unit other than one that the unit is employed, to include those in different commands. However, transfer to a unit other than the one that the DSMT is employed to support is a violation of the statutory conditions of employment (COE) (Title 10, USC, Section 10216) and [Department of Defense Instruction](#) (Full-Time Support [FTS] to the Reserve Components)

#### 4–10. Individual Replacement Procedures

a. An individual replacement is defined as a Soldier identified to fill a valid vacancy, or to replace another Soldier who was already in theater but had to depart due to: legal actions, killed in action (KIA), wounded in action (WIA), medical hold (MED HOLD) in CONUS, medical evacuation (MEDEVAC) from theater, medical REFRAD (including pregnancy), redeployment, and other chapter actions.

b. Individual Replacement Procedures. The first source for replacements is Soldiers assigned to the rear detachment. The forward element coordinates directly with rear detachment to identify Soldiers available for deployment. The rear detachment includes the home installation which means the installation (Directorate of Human Resources) should reassign Soldiers from across the installation if necessary to provide an appropriate replacement.

(1). Donor installations will issue clothing, individual equipment, weapons, and chemical/biological equipment IAW the COCOM's guidance. They will also conduct Soldier Readiness Processing (SRP) and validate replacement for deployment. Staff agencies and organizations (such as HQDA, HRC, etc.) without OCIE and weapons, will coordinate with HRC Deputy Chief of Operations (DCSOPS) to deploy the replacement Soldier through the CRC.

(2). Donor organizations will coordinate deployment to theater through FORSCOM, movement on channel flights, or movement on CRC flights. Movements on CRC flights require coordination through HRC DCSOPS.

(3). If units cannot identify replacements, the forward element will submit replacement requirements to the Theater Sustainment Command (TSC). The TSC will then attempt to fill the requirement through reassignment regardless of component. If requirements are not met through reassignment actions, the TSC submits requirements to HRC for fill through the Deliberate Pull Program.

(4). HRC's process: HRC will determine the best source from across the Army to meet the requirements and will task accordingly. The same timelines apply for responding to AC and RC replacements.

#### 4-11. Redeployment and Demobilization of RC Individual Replacements

a. Redeployment timeframe: Replacement Soldiers will redeploy with the unit to which they are assigned as a replacement regardless of time remaining on their mobilization orders unless the replacement Soldier has received orders to remain in theater to fill another valid requirement. He may request orders by submitting a CO-ADOS packet.

b. [CRC/MOBSTA coordination](#): In cases where Soldiers mobilized through a CRC or a different mobilization station, the demobilization station will coordinate with the CRC/mobilization station to transfer individual mobilization files and to reconcile OCIE accounts. When CONUS based replacements are assigned to OCONUS based units, the Soldiers will redeploy to the appropriate CONUS-based CRC/mobilization station for demobilization processing.

#### 4-12. AMEDD Replacements

a. AC 180-Day PROFIS/IA Rotation Policy: Medical, Dental and Nursing Specialties serving in PROFIS assignments with echelon above brigade (EAB) units, Level 3 Medical Treatment Facilities (MTF) and Forward Surgical Teams (FST) will be replaced at/around 180-days.

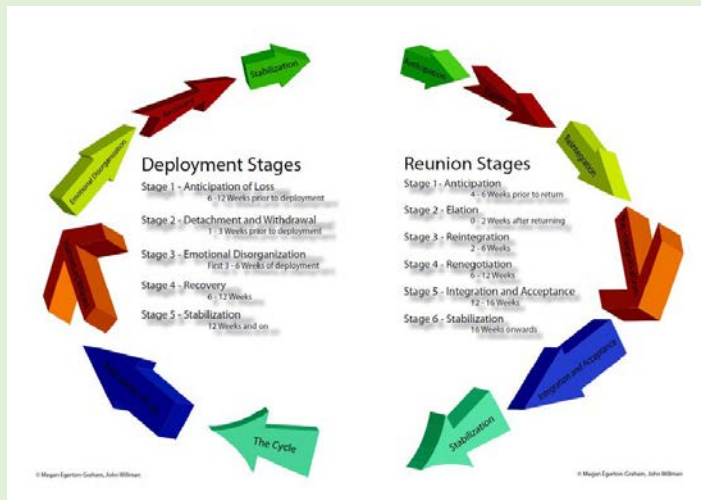
b. The policy pertains to AC personnel and does not change the Army Medical Department [RC 90-day Rotation Policy](#) dated 2 October 2003. Responsible credentialing agencies will ensure installations are in receipt of 90-day rotators Medical Corps (MC), Dental Corps (DC), and Nurse Anesthetist (66F). Inter-facility Credentials Transfer and Privileging Briefs (ICTB) and are received by the appropriate credentialing managers and special pay authority; for those mobilizing through Fort Benning, fax ICTBs to the Martin Army Community Hospital, ATTN: Credentialing Manager at (706) 544-1493, NLT 45 days prior to their arrival at the CRC.

c. With the exception of Europe Regional Command (ERMC), all individual replacements will process through the Army's official CONUS Replacement Center (CRC) for CENTCOM deployments.

## REFERENCES

[illegible]

## CHAPTER 5 – MEDICAL AND DENTAL



Lead: OTSG-DASG-ZXA

Assist: MEDCOM-DASG-ZXA

### Section I Introduction

#### 5-1. Purpose.

Provide medical and dental guidance for military and civilian (DA, Red Cross, AAFES, and Contractor) personnel mobilized and/or deployed in support of contingency operations.

Personnel transiting to a combatant command area of responsibility (AOR) who is not specifically included in first sentence, such as senior officials or visitors conducting brief oversight or informational visits should seek specific medical advice that is tailored to their individual needs and travel itinerary from their supporting Medical Treatment Facility (MTF).

#### 5-2. General Guidance.

a. Medical Screening Responsibility: The Army National Guard (ARNG) and US Army Reserve Command (USARC) are responsible for medically screening their forces prior to mobilization. Soldiers who fail to meet medical retention standards IAW [AR 40-501](#), Standards of Medical Fitness, do not send to the mobilization station.

(1) ARNG and USAR commanders are responsible to certify that pre-mobilization medical/dental screening was accomplished.

(2) AC Soldiers on orders for Transition Team (TT) duty will undergo complete Soldier Readiness Processing (SRP).

b. Army Civilians deploying in support of contingency operations and other emergencies (and employees of DoD or other federal agencies making use of Army deployment processing) also undergo SRP ([DA Form 7425](#)). Army Civilians who deploy as part of a unit normally accomplish their deployment processing, including medical screening, with the unit.

To the greatest extent practicable (and except as provided elsewhere in this chapter), medical screening for deployment of non-unit related Army Civilians will be accomplished at the home station Military Treatment Facility (MTF) prior to departure for the CONUS Replacement Center (CRC). Because medical screening for deployment is required for the performance of official duties, the MTF will provide it without charge and with priority similar to the medical screening of deploying Soldiers.

c. Medical screening of contractor personnel is a responsibility of their employing company, CRC (or other authorized deployment-processing site) will validate the medical screening has been done.

Soldiers who deploy to CENTCOM's area of responsibility (AOR) must meet the medical requirements. List of specific AOR requirements by region, is in the [Appendix](#) of the AMDR.

5-3. Maintenance of Service Treatment Record (STR) and Civilian Employee Medical Records Upon Mobilization STRs of deployed military members and CEMRs of deployed civilians will not accompany them to deployed areas IAW AR 40-66. DODD 6490.2 and DOD Instruction (DODI) 6490.3 state that, to the extent applicable, medical surveillance activities will include essential DOD civilian and contractor personnel directly supporting deployed forces, consistent with plans established under DODI 1400.32 and DODI 3020.37.

If DD Form 2795 is used for civilians, the original form will remain in the CEMR and AHLTA can be utilized to complete this form. All contractors receiving care in the MTF will have an AHLTA medical record. A copy of the form will be filed on the fastener inside DD Form 2766, and

a copy will be sent to the Army Medical Surveillance Activity.

## Section II Mobilization

### 5-4. Pre-Mobilization requirements

A Soldier with a pre-existing medical condition identified within the first 25-days that renders the individual non-deployable may be released from active duty (REFRAD) immediately.

(1) Disqualifying conditions include temporary and permanent conditions that do not meet medical retention standards (Reference [AR 40-501](#), Chapter 3). SRP Sites should report all 25- day REFRADs in the [MEDPROS](#) 25-day REFRAD Module.

(2) The Soldier's Command will ensure that the Soldier receives appropriate medical care and follow-up upon return to home station. Care should result in either a Return to Duty status or MEB/PEB processing within 6-months. Upon resolution of the disqualifying medical condition, individuals are immediately subject to a subsequent order to Active Duty.

b. Administrative processing of a released from active duty order, must be complete no later than 30-days from the M-date. Applicability:

(1) Rule applies to all RC, AGR Soldiers mobilized in support of contingency operations.

(2) Rule does not apply to AC Soldiers, and AC Soldiers assigned to RC units.

(3) AGR Soldiers in Title 10 status and RC Soldiers injured in the line of duty after mobilization.

c. 30-days and Pre-existing Medical Condition: RC Soldiers on active duty for 30 days or more with a preexisting medical condition, who fail to meet medical retention standards, will be released back to their RC units to undergo a non-duty related MEB/PEB processing prior

to REFRAD. Soldiers with medical conditions that render them non-deployable (pre-existing or otherwise), who are retained on active duty for more than 30 days, must be retained on active duty for appropriate medical processing.

d. Medical Screening of IRR Soldiers. Medical evaluation of IRR Soldiers are done using [DA Form 7425](#) Readiness and Deployment Checklist and screened for substance abuse at the Reception Battalion. Medical personnel will determine if a physical exam is required (Reference [AR 40-501](#)). If an IRR Soldier has a permanent or temporary medical condition within the first 25- days of mobilization, he/she will be REFRAD IAW the 25-day rule policy and their medical records will be forwarded to the HRC Surgeon's Office (AHRC-SG) for disposition.

e. Documentation: All units/individual personnel must report to mobilization stations with the following:

(1) Medical and Dental records.

(2) Proof of immunization (e.g., SF 601, Health record-immunization record; PHS 731, International certificate of vaccination; DD Form 2766, Adult preventive and chronic care flow sheet; or documentation from MEDPROS).

(3) Copy of completed DD Form 2795 (Pre-deployment Health Assessment) and annual Periodic Health Assessment (PHA).

f. Medical and Dental Records: Units participating in support of operations within CONUS or near military installations with MTF/DTF will travel with individual health and dental records and coordinate for storage with supporting MTF/DTF upon arrival at the duty location.

(1) Individual Soldiers will not hand-carry the Service Treatment Record (STR). See [AR 40-66 4 Jan 2010](#), paragraph 5-27 regarding exceptions to policy.

(2) Upon discharge, release from active duty, retirement, death or transfer from USAR to ARNGUS, the member's STR will be forwarded to the transition center. If the member is separating, the transition center will forward the STR to the Veterans Affairs Records Management Center (VARMC). If the member filed a disability claim, the STR will be forwarded from the VARMC to the closest Regional Medical Center.

(3) Upon arrival at the duty location, health and dental records will be turned in to the supporting MTF/DTF for maintenance and accountability. Units will coordinate return of health and dental records to home stations.

(4) In all cases, the unit commander is responsible for safely routing health and dental records to the appropriate destination. Units will retain control of health and dental records if care is being provided by non-military sources.

(5) For further information on medical records see [AR 40-66, Medical Record Administration and Health Care Documentation](#) or "IAW AR 40-66.

a. DD Form 2766 (Adult Preventive and Chronic Flow Sheet): Soldiers deploying to overseas locations (OCONUS) will deploy with the DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet). The DD Form 2766 will be used as the deployment health record. Units/Soldiers will not deploy OCONUS with health and dental records. Health and dental records will be returned to home station following mobilization/deployment processing. Records will be returned to the demobilization station for review during medical out-processing. Upon return from an OCONUS deployment, the DA 2766 will be reintegrated into the Soldier's medical record.

b. Documenting Health Care in Medical Records: All episodes of health care will be documented in the individual's permanent or deployment health record while

participating in contingency operations IAW [AR 40-66](#).

c. Line of Duty (LD) Investigations: Reserve Component Soldiers (USAR and ARNG) who have returned from deployment in a combat zone must be evaluated by a medical provider (physician, physician's assistant or nurse practitioner) during the completion of a Post-Deployment Health Assessment (PDHA), DD Form 2796. If the screening reveals a need for medical consultation, process a DA Form 2173, Statement of Medical Examination and duty status. Utilize the MODS Line of Duty Module in order to streamline LD processing.

d. Warriors in Transition: WTU Consolidated Guidance official website: <http://wct.army.mil/> provides guidance and information on WTU. HRC will publish 12301(h) orders if Soldier remains on orders for medical reasons.

#### 5-5. Medical Criteria & Testing.

MEDPROS Individual Medical Readiness: MEDPROS, Individual Medical Readiness (IMR) module is the HQDA designated system for documenting all aspects of Soldier medical readiness. MEDPROS documents the [medical readiness](#) (including deployment health assessments) of DoD Civilians who deploy in support of operations. Units will enter all appropriate data and vaccines administered to personnel participating in these operations into MEDPROS prior to arriving at the mobilization station.

#### 5-6. RC Medically Evacuated Soldiers.

RC Soldiers: RC Soldiers who are medically evacuated to a MTF for inpatient actions and later moved into a WTU company will need a determination of medical processing time. Military Medical Authority: Military medical authority must determine if a RC Soldier is expected to return to duty (RTD) from the time he or she is injured or becomes ill. Return to Duty (RTD) period: If the RTD period is less than 60-days the Soldier will be returned to the organization, unless the Soldier will have fewer than 120 days beyond the expected RTD date left on 10 USC 12302 partial mobilization order.

(1) Medical Retention Processing (MRP) orders, 12301(h): If the Soldier is not expected to RTD within 60 days, from time of injury or illness, or, if the Soldier could RTD within 60 days, but will have fewer than 120 days left on his current mobilization orders, then the Soldier will convert from partial mobilization orders to Medical Retention Processing (MRP) orders (12301(h)), subject to the Soldier's consent. If the Soldier does not consent to convert to MRP orders, (12301(h)), the Soldier will REFRAD immediately.

(2) Medical Retention Processing: Effective 1 March 2004, RC Soldiers on active duty for contingency operations in support of the Overseas Contingency Operation (OCO) found by military medical authority to have a OCO connected unresolved in the line of duty medical condition may be eligible for Medical Retention Processing (MRP). For information on MRP, go to the HQDA, G-1 homepage at [www.armyg1.army.mil](http://www.armyg1.army.mil) and click on the link labeled WTU Consolidated Guidance (Administrative).

(3) Soldiers Who Refuse Entry into the MRP: Soldier who refuse entry into the MRP will be counseled on Incapacitation Pay (INCAP), MRP2 and REFRAD immediately.

(4) Soldiers Incurring Illness or Injury during Mobilization: Soldiers who have incurred an illness, injury or disease, or aggravated a pre-existing medical condition during his/her current mobilization must be offered medical care prior to REFRAD. A military medical care provider will offer veterans affairs (VA) care only to Soldiers refusing entry into MRP. If the Soldier refuses MRP, he/she must sign a declination of MRP statement and be counseled by an individual knowledgeable in MRP2, INCAP and TAMP benefits.

#### 5-7. Existing Medical Conditions:

Personnel who have existing medical conditions may deploy if all of the following conditions are met:

- (1) The condition(s) is/are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.
- (2) The condition(s) is/are stable; that is, currently under medical care, and reasonably anticipated by the pre-deployment medical evaluator not to worsen during the deployment under that regimen of care.
- (3) Any required ongoing health care or medications must be immediately available in-theater within the military health system, and have no special handling, storage or other requirements (e.g., cold chain, electrical power required).
- (4) No need for significant duty limitation is imposed by the medical condition (the nature of the duty limitation or restriction must be considered). The Theater Surgeon is the appropriate authority to evaluate the suitability of the individual vis-à-vis needed limitations in theater.
- (5) The Authority for Acceptability of Medical Conditions: The authority for acceptability of medical conditions and the availability of medications and required medical care in theater is the Theater Surgeon in whose theater the deploying individual will operate.
- (6) The Authority for Waiver: The authority for waiver of these requirements is the Theater Surgeon in whose theater the deploying individual will operate.

5-8. Personnel Who Require Medical Equipment: Personnel who require medical equipment (for example, corrective eyewear, hearing aids, orthodontic equipment) must deploy with all required items in their possession, to include two pairs of eyeglasses, protective mask eyeglass inserts, combat eye protection inserts, and hearing aid batteries.

#### 5-9. Medical Entitlements:

a. DoD civilian employees and DoD contractors are entitled to in-theater full medical care, including pharmacy support, equivalent to that given to active duty military. Reference [DA Pam 690-47](#), [DCS Directive](#) and [OSD Memo dated 24 Sep 07](#), Subject: Policy Guidance for Provision of Medical Care to Department of Defense Civilian Employees Injured or Wounded While Deployed in Support of Hostilities.

If the employee requires medical evacuation to CONUS, the sending MTF will assist the employee in making arrangements for transfer to a Civilian facility of their choice. All costs associated with treatment and transportation of the DOD contractor or DA Civilian to the selected Civilian facility will be the responsibility of the employee.

#### 5-10. Application of Minimal Civilian Standards of Fitness for Deployment:

This list of conditions is not comprehensive; conditions that could be cause to deny medical clearance for deployment, is lengthy. Possession of one or more of the conditions listed in this chapter does not automatically mean that the individual may not deploy. Rather, it imposes the requirement to obtain a knowledgeable physician's opinion as to the deployable status of the individual. "Medical conditions" as used here also include those health conditions usually referred to as dental, oral, psychological and/or emotional conditions.

- a) The medical authority evaluating a member for deployment must bear in mind the:
- b) Medical care in theater is generally not as robust and amply available as that in CONUS. If maintaining an individual's health requires frequent or intense medical management and/or specialist care or ancillary services, they should not deploy.



- c) The individual must take all required medications and medical supplies with him or her. Replacements must be available in the theater formulary.
- d) Medical maintenance support for personal medical devices (e.g., TENS, CPAP) is not available. Common household electrical current (110VAC) is not universally or consistently available.
- e) In addition to the individual's duties, the environmental conditions may include extremes of temperature, physiologic demand (water, mineral, salt, and heat management), and poor air quality (especially particulates), while the operating conditions may impose extremes of diet (to include fat, salt, and caloric levels), discomfort, sleep deprivation, emotional stress, and circadian disruption. If maintaining an individual's health requires avoidance of these extremes or excursions, she/he should not deploy.
- f) The above rules and facts should allow the evaluating medical authority to make qualified judgments as to whether a condition should be approved. Any medical condition that markedly impairs an individual's daily function is potential grounds for disapproval.

#### **5-11. Personnel Protective Equipment and Medications.**

- a) Personnel assigned to duties in devastated urban areas where debris from damaged buildings is present and accompanied by blowing dust or fuel vapors will also have a special issue of the following item: respirator (either filtering face-piece respirators or half-face air-purifying respiratory). All issued respirators will be equipped with class 100/high efficiency particulate air (HEPA) filters and organic vapor cartridges.
- b) Deployment and Mobilization Health Information: Information about staying healthy during mobilization and/or deployment will be provided to all deploying and mobilizing personnel. Health threat briefing: All personnel will be briefed on the health threat, including endemic diseases, environmental hazards, proper sanitation and hygiene, personal responsibility and preventive measures to maintain health. Health threat and prevention information is available from the US Army Public Health Command (USAPHC). The USAPHC Threat of Briefing Resources site on AKO <https://www.us.army.mil/suite/page/583959> provides a standardized set of Core Medical Threat Briefing slides, along with a list of resources and instructions for customizing the Core slides to meet individual mission-specific needs.
- c) Health information graphical training aids (GTAS): In addition to briefings, each person deploying or mobilizing will be issued individual health information on the health threat and personal procedures to protect health.

#### **5-12. Redeployment Medical Processing.**

Upon redeployment from overseas locations, all individuals will undergo medical processing at the deployment platforms (which are power generation platforms (PGP), power projection platforms (PPP), power support platforms (PSP), mobilization stations/installations) and CONUS Replacement Centers or equivalent deployment processing sites.

#### **5-13. Requirements for REFRAD/Demobilization.**

Medical Benefits and Entitlements Briefing: All personnel will receive a medical benefits and entitlements briefing. The briefing outlining the minimum standard for medical entitlements is posted at the Deployment Cycle Support website (<http://www.armyg1.army.mil/dcs/default.asp>) under the Post Deployment Phase Tasks section. Completion of a self-assessment tool/questionnaire by the Soldier (DD Form 2697,

DD Form 2796 or DD Form 2807-1).

#### **5-14. Medication Use and Pharmacy Support.**

SRP Medical Screening for Medications: All Soldiers will be screened for chronic maintenance medications as part of the SRP pre-deployment process. SRP medical personnel will ensure that Soldiers are appropriately screened for high-risk medications (as determined by the SRP medical officer) that would preclude them from deploying as a result of a disqualifying chronic medical condition. All medications that the Soldier is currently taking will be entered into the patient's (Soldier's) Composite Health Care System (CHCS)/AHLTA (DoD's Electronic Health Record) medication profile to ensure appropriate documentation of drug therapy and to screen for and prevent potential drug-drug interactions or duplicate drug therapy overlaps.

#### **5-15. Medical Logistics.**

Medical logistics support will be provided to establish customers of installation medical supply accounts and will include other governmental agencies as directed.

##### **a. Tracking of Medical Supplies:**

All transactions for supplies, equipment, and services will include the project code nr1 and may also be sub-accounted by specified account processing codes assigned from resource managers. Established logistics automated information systems (DMLSS), to include all IMPAC credit card transactions all materiel and services in support of operations. The mandatory source for medical materiel is one of the Defense Supply Center Philadelphia (DSCP), provided methodologies (i.e. distribution and pricing agreement (DAPA) or electronic catalog (e cat)). Commanders are responsible to utilize established DOD regional prime vendor distributors to the greatest extent possible, which includes the use of standardized products. Medical Purchases with the IMPAC Credit Card:

Purchase medical materiel not available through the DOD regional prime vendor locally with either the IMPAC credit card or the purchase request-web (PR-web). Send PR-Web (local purchase requests) as necessary to the appropriate MEDCOM contracting office.

#### **5-16. Points of Contact.**

For preventive medicine and medical threat information at OTSG/POPM call DSN 761-8134, COMM (703) 681-8134, or email:

[TSGProponencyOfficeforPreventiveMedicine@otsg.amedd.army.mil](mailto:TSGProponencyOfficeforPreventiveMedicine@otsg.amedd.army.mil) Express Scripts

Deployment Prescription Program Team

Phone: 1-855-215-4488

Monday – Friday, 8:00 a.m. - 8:00 p.m. CST

Mailing Address: Express Scripts, Inc.

Box 52012 Phoenix, AZ 85072-2012

[Send an Email Message](#)

## REFERENCES

<a href="#">AR 40-66</a> , dtd 4 Jan 2010, Medical Record Admin and Healthcare Documents	
<a href="#">AR 40—501</a> , Standards of Medical Fitness	
AR 635-5	
<a href="#">AR</a> 635-200	
AR 614-30	
MOD 11 to CENTCOM, USCINCCENT Individual Protection and Individual/Unit Deployment Policy- BY: REPLACED	MOD 13
<a href="#">AR 600-8-4</a> , dtd 4 Sep 2008, Line of Duty Policy, Procedures, and Investigations	
AR 600-8-24	
SF 601, Health record-immunization record	
<b>DD Form 2766</b> , Adult preventive and chronic care flow sheet	
<b>DD Form 2795</b> (Pre-deployment Health Assessment)	

## Chapter 6 Entitlements/Compensation



Lead: HQDA G-1 DAPE-PR

Assist: IMCOM, NGB, USARC DAAR-ZXA

### CHAPTER 6– COMPENSATION & ENTITLEMENTS

#### 6–1. Purpose.

Provide personnel policy guidance pertaining to entitlements, allowances, and authorizations for military (Active and Reserves) and civilian (DA/DoD, Red Cross, AAFES, Contractor) personnel who are mobilized and/or deployed in support of contingency operations.

#### 6–2. Military Pay.

a. Basic Pay: DFAS-Indianapolis will pay all Active Component (AC) and AGR Soldiers utilizing the Defense Joint Military Pay System (DJMS-AC). Mobilized Reserve Component (RC) Soldiers pay will remain on the RC pay system (DJMS-RC). Soldiers must use direct deposit (electronic funds transfer) in order to receive military pay and allowances. Direct deposit to a checking account versus a savings account is preferable to ensure members have access to their funds while deployed.

b. Advance Pay:

Once mobilized, RC Soldiers may receive up to one month's advance pay. Payments are not automatic and will be based on a demonstrated and documented need. Payment will be repaid within the time frame contained in the mobilization order. In the event of an early REFRAD, the amount owed will be established as a debt in the debt collection system and a payment schedule will be established before the Soldier is separated, REFRAD or discharged.

c. Deployment Extension Stabilization Pay (DESP):

DESP is a form of AIP for ARNG units mobilizing on or after 1 September 2009 without Stop Loss. The DESP program helps stabilize ARNG units through mobilization. See [PPOM 12-063 \(HRH\) - Revised Army National Guard \(ARNG\) Deployment Extension Stabilization Pay \(DESP\) Implementation Guidance for](#)

additional information.

d. Disability Severance Pay:

1) Payment of disability severance pay for mobilized RC Soldiers is the responsibility of the active Army installation processing an RC Soldier's disability discharge/separation.

2) Severance pay will be calculated in accordance with (IAW) the DoD FMR 7000.14-R, Volume 7a, Chapter 35. Payment of disability severance pay for RC Soldiers who are not mobilized is the responsibility of the RC organization. Refer to AR 635-40 and DODI 1332.38 for more information.

3) Disability severance pay will not be paid to RC Soldiers who elect 15-year RC physical disability retirement at age 60 (if eligible), or a 20-year Reserve retirement eligibility at age 60 in lieu of disability severance pay. Contact AMEDD at COMM 703- 756-8036 or DSN 289-8036 for information regarding disability severance policy and to verify the Soldier's election. The Soldier can only choose Reserve retirement in lieu of disability severance pay; this does not affect temporary disabled retired list (TDRL) or permanent disabled retired list (PDRL) Soldiers.

4) The discharge orders published by the active Army installation mobilization station/transition center will indicate the authorization for payment of Disability Severance Pay, the amount of Severance Pay, and the percentage of disability in the additional instructions of the order. List the gross amount of Disability Severance Pay in the REMARKS section (Block 18) of the DD Form 214.

e. Foreign Language Proficiency Bonus (FLPB):

Soldiers qualified to receive FLPB and who are deployed within the FLPB testing period will continue to receive the FLPB until retested within 180 days after they return to their permanent duty station (PDS) IAW Title 37 Section 316a. FLPB orders must be amended or issued to cover the period of mobilization until 180 days after redeployment. (Reference AR 11-6, 6-6a for further guidance.)

f. Hardship Duty Pay – Location (HDP-L): HDP-L is additional compensation paid to Soldiers during OCONUS assignment where living conditions are substantially lower than CONUS. The Assistant Secretary of Defense for Force Management Policy designates the locations. Authorized rates for specific countries are listed in Chapter 17 of DoD FMR 7000.14-R, Volume 7A.

g. Imminent Danger Pay (IDP) and Hostile Fire Pay (HFP): Imminent Danger Pay (IDP): The 2012 National Defense Authorization Act (NDAA) directed mandatory proration of IDP under 37 USC, Section 310. The change is effective 31 December 2011. This change requires that Soldiers are paid for only the actual days they serve in an IDP area. IDP is prorated at \$7.50 per day for a maximum amount payable not to exceed

\$225 in a calendar month. Visit the following link for more details:

[http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp\\_idp.html](http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp_idp.html) . See DoD FMR 7000.14-R, Vol 7A, Chapter 10 for a complete listing of locations authorized IDP. IDP entitlement begins upon entry into a designated area and

continues or stops as follows: Through the day the Soldier departs the designated area.

Soldiers wounded, ill or injured and medically evacuated (MEDEVAC) from theater and are assigned or attached to a Warrior Transition Unit (WTU) or Community Based Warrior Transition Unit (CBWTU), *this entitlement may continue for up to 12 months after the date the Soldier was first hospitalized for treatment of the wound, illness or injury as long as the Soldier remains assigned or attached to the WTU or CBWTU.*

h. Hostile Fire Pay (HFP): Hostile Fire Pay is payable to Soldiers who are subjected to a hostile fire event (HFE). A HFE occurs when a Soldier is subjected to immediate danger of being wounded, injured, or killed by hostile fire, explosion of hostile mines, improvised explosive devices, chemical or biological weapons, or other lethal means. Soldiers who are subjected to a HFP event are entitled to \$225 for the month affected. Commanders must certify that Soldiers were subject to a HFP event. Soldiers cannot receive both IDP and HFP for the same month (see [DoD FMR 7000.14-R](#), Vol 7A, Chapter 10 for more information).

i. Jump (Parachute) Pay: Authorized for Soldiers currently receiving jump (parachute) pay. The commanding officer may waive the minimum requirement when a Soldier is unable to perform jumps due to engagement in a combat operation in a declared hostile fire area as designated in Title 37 Section 310. If the commanding officer determines a Soldier cannot meet the minimum requirements due to the absence of jump equipment, aircraft, or military operations, the Soldier may be allowed to perform the required four jumps anytime in the 12-month period. Commanders must proceed with caution when making this determination. If the unit is unable to perform the necessary jumps in a 12-month period, collection/recoupment of jump (parachute) pay will occur.

j. Medical Specialty Pay: Medical Specialty Pay applies to mobilized RC Health Care Professionals ordered or called to active duty greater than 30 consecutive days. [Health Affairs Policy 08-011](#) provides the pay rules, policies, and list of qualifying professions.

1) Medical Specialty Pay is paid only if medical officer is qualified, including board certification. If inability to complete board re-certification is due to participation in the contingency operation, re-certification may be waived but must be completed within 180 days after returning from the contingency operation IAW Title 37 USC Section 303b.

2) Required documents to receive specialty pay include: copy of mobilization/active duty orders (including amendments); inter-facility credentials transfer and privileging brief; if available, documents of previous extended active duty periods-DD Forms 214, and chronological statement of retirement points (RC use form ARPC 249-2-E, ARNG use NGB Form 23B). Consolidate documentation at unit and forward to AMEDD Special Pay Branch, Office of the Surgeon General, ATTN: DASG-PTP, 5109 Leesburg Pike, Falls Church, VA 22041-3258, or COMM (703) 681-1209, DSN 761. Documents must be received 30 days prior to arriving at the CRC.

3) AMEDD special pay branch determines eligibility and coordinates with RC DFAS- Indianapolis center for payment. DFAS executes payment on prorated basis starting after first 30 days, retroactive to entry date.

k. Separation Pay Non-Disability (6-Year Rule). IAW [Title 10 USC Section 1174c](#), any Soldier who is discharged or released from active duty after completing 6 or more, but fewer than 20, continuous years of active service, may be entitled to separation pay if the member's discharge or release from active duty is involuntary, or the member was not accepted for an additional tour of active duty for which he/she volunteered. The separation must have been characterized as honorable, Soldier must be fully qualified for retention, and must agree to serve an additional 3 years in the Ready Reserves.

l. (DA Form 4187.) This rule includes RC Soldiers serving on mobilization or ADOS orders. Eligibility for Separation Pay Non-Disability must be annotated on the DD Form 214.

Should a Soldier later become eligible for retirement and receive retired pay, the separation pay will be recouped by the Army including any tax liability. See [DoDI 1332.29](#) and DoD FMR, Volume 7A, ch. 35, 3502 for additional information. This paragraph **supersedes** [ALARACT 008/2006](#), para 4.A.2.

### **6-3. Military Allowances.**

Basic Allowance for Housing (BAH) **ALARACT 001/2018:**

**COMMANDERS ARE RESPONSIBLE FOR ENSURING ANY SOLDIER DRAWING BAH WITH DEPENDENTS OR BAH DIFFERENTIAL HAVE THE REQUIRED DEPENDENT DOCUMENTS IN IPERMS.**

**3.B.1. THE SOLDIER WILL PROVIDE ANY IDENTIFIED MISSING DOCUMENTS TO THEIR SUPPORTING HUMAN RESOURCE (HR) SPECIALIST FOR IMMEDIATE UPLOADING TO IPERMS. IF THE SOLDIER DOES NOT HAVE A CURRENT DA FORM 5960 IN IPERMS, THE SOLDIER WILL CERTIFY THEIR BAH BY COMPLETING A DA FORM 5960. IT WILL BE SIGNED BY THE SOLDIER AND CERTIFIED BY THE COMPANY LEVEL COMMANDER. COMMANDERS MAY DELEGATE IN WRITING, THIS CERTIFICATION TO THE FIRST COMMISSIONED OFFICER IN THE SOLDIER'S CHAIN OF COMMAND.**

**3.B.2. CURRENTLY DEPLOYED SOLDIERS ARE EXEMPT FROM THIS IMMEDIATE REQUIREMENT BUT WILL HAVE 60 DAYS TO COMPLY UPON RETURNING FROM POST DEPLOYMENT LEAVE.**

**3.B.3. IF A SOLDIER IS DRAWING BAH FOR SECONDARY DEPENDENCY, THEY MUST UPLOAD THE APPROVAL MEMORANDUM FROM DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) OR AN APPROVAL MEMORANDUM FROM THEIR COMPANY LEVEL COMMANDER, STATING THE COMMANDER HAS PERSONALLY REVIEWED THE SOLDIER'S APPROVAL IN THE DFAS SECONDARY DEPENDENCY CLAIMS ONLINE SYSTEM AND DFAS APPROVED THE CLAIM ON XX XXX XXXX (DATE OF APPROVAL).**

RC Soldiers called to duty in support of a contingency operation are entitled to BAH based on their primary residence, IAW Chapter 10 of the Joint Travel Regulations (JTR). RC Soldiers whose residence changes while on active duty will continue to receive BAH and per diem entitlements (if applicable) based on their primary residence

at the time of call to active duty. A mortgage or lease agreement is no longer required to substantiate BAH at the primary residence for a RC Soldier called to duty in support of a contingency operation.

**Basic Allowance for Subsistence (BAS):**

BAS is meant to offset costs for a Soldier's meals. Enlisted members receive full BAS, but they must pay for their own meals, even those provided by the U.S. Government.

1) All Soldiers will receive BAS while in a TCS status in theater to include Soldiers who are assigned to single government quarters when in CONUS. All TCS Soldiers receive the incidental rate of per diem.

2) Soldiers residing on government installations with dining facilities are directed to use mess facilities. When Soldiers are required to reside away from the installation there is no requirement to return to the installation to obtain a meal when not on duty. Soldiers in a TCS status and preparing to mobilize or deploy to theater are treated similarly to paragraph (1) with respect to per diem and meals.

3) Soldiers who are authorized full per diem must pay for any meal received at the dining facility at the standard rate of mess. Soldiers who are not authorized per diem must pay for any meal received at the dining facility at the standard rate of mess.

Dining facilities will use headcount sheets specifically for contingency operations to capture the meals received for the breakfast-lunch-dinner (B-L-D) reports to enable the ACOMs, ASCCs, DRUs, or COCOMs to receive reimbursement for mess usage. When government meals are not available, the installation commander will make the determination of mess availability and issue a Statement of Non-Availability (SNA), if applicable. Situational examples of when and when not to issue an SNA are discussed at link found in paragraph (6) below.

Installations will include the following items when issuing an SNA: the name of Unit assigned/attached; the location of TCS; Soldier's name; unit orders listing unit personnel; if lodging is not available the dates of non-availability; and if meals are not available, the dates meals were not available; the periods of Proportional Meal Rate (PMR); and the days meals are provided to the Soldier. Soldiers must annotate the number of deductible meals on their accrual voucher.

Click on this link to view [situational examples](#) of when to issue an SNA to Soldiers on TCS orders participating in contingency operations for duty periods prior to 14 February 2008. For duty periods 14 February 2008 and later, see Reserve Component (RC) Soldiers Serving on Active Duty in Excess of 180 Days Permanent Change of Station (PCS) Policy Implementation Guidance, which supersedes.

**Cost of Living Allowance (COLA):**

RC Soldiers mobilized from an overseas location may receive COLA based on their principal residence when accessed to active duty. CONUS COLA is determined by the Soldier's residence ZIP code. AC and AGR Soldiers located in CONUS or OCONUS areas, who are authorized COLA, will continue to draw COLA as determined by the area to which they are assigned.

**Family Separation Allowance (FSA):**

Soldiers in a TCS status may be authorized FSA at the rate of \$250 per month, IAW Chapter 27, [DoD FMR 7000.14-R](#), Volume 7A, when a Soldier is away from their primary duty station (for mobilized RC personnel this is their principal residence) continuously for a period of 30 days and the Soldier's dependents are not residing at or near the TCS station. Army/service member married couples who were living together prior to and immediately before the deployment and single Soldiers with authorized primary dependents may be paid FSA. FSA is payable to both



married members when they reside together with their dependents immediately before being simultaneously assigned to duty assignments as prescribed in subparagraphs 270103.A.1 through 3. The dual allowance shall continue until one of the members is no longer assigned to one of those duty assignments. The other member shall continue to receive the allowance until no longer assigned to one of those duty assignments.

Overseas Housing Allowance (OHA):

RC Soldiers mobilized from an overseas location will receive OHA when accessed onto active duty based on their principal residence. Soldiers must have a housing expense to receive OHA. It is essential that appropriate documents, for housing and utility costs, are provided to the in-processing finance office to ensure that Soldiers receive the correct OHA monthly payment. AC and AGR Soldiers in receipt of OHA at their PDS will continue to receive this entitlement.

#### **6-4. Military Benefits.**

Service member's Group Life Insurance (SGLI): SGLI coverage is available in \$50,000 increments up to the maximum of \$400,000 for AC and RC Soldiers.

All monthly premium payments are fully reimbursed, on a monthly basis, to Soldiers who serve in the Afghanistan (OEF), Iraq (OIF) or Operation New Dawn (OND) Theater of operations. To increase coverage, members must complete SGLV FORM 8286. To decrease coverage, decline coverage completely or designate beneficiaries, the member must use SGLV FORM 8286. Family SGLI (FSGLI) coverage was implemented IAW Public Law 107-14, Veterans Survivor Benefits Improvement Act of 2001. This law revised FSGLI provisions to: (1) permit members to purchase a maximum of \$100,000 in SGLI coverage for their spouses; and (2) extend automatically to service members' children \$10,000 in such coverage. Enrollment in FSGLI was automatic and FSGLI premiums were mandatory, unless the Soldier opted out of the FSGLI program. If a Soldier wants to decline this insurance, a VA FORM 8286a must be completed and submitted to the servicing military personnel office. Dual military couples must decline coverage in writing by completing the same form. RC Soldiers changing from drilling to mobilized active duty status and back again must update their FSGLI status during their status change.

Additional information and download of forms is available at

<http://www.insurance.va.gov/miscellaneous/index.htm>.

a. RC Soldier Dependents Benefits: Eligible dependents of RC Soldiers ordered to active duty for more than 30 days are eligible for the same benefits (e.g., healthcare benefits, commissary/exchange privileges, legal assistance, use of morale, welfare, and recreation facilities, etc.) as dependents of active Army Soldiers. Access to Dental Treatment Facilities is very limited and enrollment in the TRICARE Dental Program is encouraged for eligible dependents. Eligible dependents are authorized to be issued DD Form 1173S (privilege card), active duty dependent ID cards, or may continue to use their DD Form 1173-1S, Reserve dependent ID cards along with a copy of the Soldier's active duty orders, to use authorized facilities and to receive authorized benefits.

b. Savings Deposit Program (SDP): Title 10 USC 1035, and DoD FMR, Volume 7A, chapter 51, certain deployed service members earn 10 percent interest on money they deposit into the SDP. Service members deployed to designated areas overseas can deposit up to \$10,000.00 of their pay and allowances into the program.

Each Soldier who serves 30 consecutive days or at least 1 day in each of the three (3) consecutive months in the AOR authorizes enrollment into SDP. Soldiers assign

to Operation Enduring Freedom (OEF) are authorized to participate in the SDP Effective November 1, 2001. The geographic area of eligibility for OEF consists of the total land area of Afghanistan, Pakistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan, the waters consisting of the Red Sea, Gulf of Aden, Gulf of Oman, and Arabian Sea (portion north of 10 degrees north latitude and west of 68 degrees east longitude), or in the airspace there over. Effective February 1, 2003 the area of eligibility was expanded to any area that has been designated a combat zone or an area designated in direct support of a combat.

c. Combat Zone Tax Relief (CZTR): Authorized for Soldiers performing duty in an area designated by the Secretary of Defense as a combat zone. Soldiers serving in a designated combat area for any part of a month will have all military pay received for military service for that month excluded from their gross income. Commissioned officers monthly exclusion is capped at the highest enlisted pay, plus any hostile fire or imminent danger pay received. RC Soldiers will have taxes withheld during the current month and receive a refund of the taxes and an adjustment of their taxable income for the month in the following month.

d. Tax Filing Extension: Any Soldier serving one or more days in a combat zone (CZ) automatically receives an extension of time to file their taxes by filing an Internal Revenue Service (IRS) Form 4868, Application for Automatic Extension of Time to File

U.S. Individual Tax Return. The length of the extension equals 180 days + the number of days served in the CZ during the tax filing season (January through April) + the number of days of any hospitalization resulting from injury in the CZ. The extension of time to file begins on the day that the Soldier returns home.

e. Thrift Savings Plan (TSP): The TSP is a federal government-sponsored retirement savings and investment plan. Soldiers serving on active duty, or as members of the Ready Reserve or National Guard in any pay status are eligible to participate in TSP. Soldiers can sign up by going to their S1/G1 office to fill out a TSP-U-1 election form, by using the [DFAS MyPay](#) website, or by going to <http://www.tsp.gov/>.

f. Service members Civil Relief Act (SCRA): Provides protection of rights, privileges, immunities, and benefits to service members while serving on active duty. These benefits include protection against paying taxes in both the home of record and the state in which service members are stationed, exemption from personal property taxes when stationed in a state which is not their domicile, the ability to have civil court cases delayed, and special treatment of certain financial obligations. Service members may also qualify for lowering their interest rates to six percent for obligations incurred prior to entering active service. For more information go to <http://usmilitary.about.com/od/sscra/l/blscramenu.htm> or see a legal assistance attorney. Mobilized Soldiers can also receive finance support and information from their local servicing finance office or Defense Military Pay Office.

g. Exceptional Family Member Program (EFMP): Unit commanders will interview Soldiers to determine if they have Family members with special medical or educational needs and refer them for screening and enrollment, if appropriate, per [AR 608-75](#), chapter 3. The MTF EFMP point of contact will assist the Family in obtaining the necessary evaluations to determine diagnosis and treatment needs. He or she will

ensure a physician completes DD Forms 2792 and 2792-1 for each Family member with an eligible condition. A Family Care Plan is required by [AR 600-20](#), for any Soldier whose spouse or Family member is incapable of self-care or otherwise physically, emotionally, developmentally or intellectually disabled so as to require special care or assistance.

h. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA): USERRA prohibits discrimination against persons because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

i. State Adjutants General, and the Judge Advocate General (JAG) should work in conjunction with their state committees for Employer Support of the Guard and Reserve (ESGR) to explain individual and employer rights and responsibilities under the USERRA.

j. Pay and Allowances Continuation (PAC) Program: PAC provides financial assistance to Soldiers by continuing their pay and allowances that would have been discontinued at the time of hospitalization. Continued pay/allowances are those authorized in Title 37, chapter 5, USC section 372. See for additional information.

## **6-5. Travel**

Check the DFAS Travel web site for latest information at <http://www.dfas.mil/militarymembers/travelpay/customerservice.html>

a. Per Diem: On 15 August 2007, the per diem policy was adjusted for the long conflict in which we are now engaged. The Army will PCS Soldiers to enduring positions or assign them to these positions in a TCS/TDY status at a reduced per diem rate as opposed to continuing them in an extended TCS/TDY status in a full per diem status. For any TCS/TDY assignment lasting longer than 180 days, a waiver from the ASA (M&RA) is required to draw full per diem. For additional information, see

b. Logistics Support: The duty station Installation is responsible to house, mess, transport, and provide administrative support to personnel mobilized/deployed in support of contingency operations.

c. Amount of per diem: While in a TCS status, Soldiers authorized per diem will receive the incidental portion of per diem at the rate of \$5.00 per day in CONUS or \$3.50 per day OCONUS. The payment of per diem is based on the Soldier's TCS location, not the actual lodging location. Per diem will not accrue while a Soldier is in a leave status (e.g., ordinary, emergency or convalescent) or during proceed time IAW JTR, Effective 5 January 2004, any Soldier on leave from the TCS location may be reimbursed lodging.

d. Dual Lodging: When appropriate and necessary, dual lodging may be approved (after the necessity arises) in accordance with JTR, chapter 4, 4145.

e. Limitations: Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the traveler's control during TDY travel. Dual lodging must be approved after the fact by an amended authorization/order or by the approving official on the travel voucher. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process. Long-term reimbursement for dual lodging is not permitted and an authorization/order may not contain such a provision. Send formal requests for exception to policy via memorandum to HQDA G-1 (Compensation/Entitlements). Justification at a minimum must include impact on

mission, cost/benefit analysis, endorsement from orders authorizing/order issuing official (AO), related orders, or other supporting documents from the chain of command and/or requestor to support your request.

f. Soldiers within commuting distance: Soldiers who reside within commuting distance to their TCS location are not authorized per diem. The established installation local commuting area will be used to determine if the Soldier will receive per diem. Payment of per diem will be based on the Soldier's TCS location, not the actual lodging location.

g. Installation Facilities: The maximum use of installation facilities is the primary method of support in all cases. If use of installation facilities is not feasible, then the use of centrally-contracted quarters and multi-passenger vehicles should be used. When government or government-contracted quarters are not available, as determined by the installation commander or the commander's designated representative, Soldiers will be provided an SNA (DD Form 1351-5) for both lodging and meals to authorize increased per diem (separate SNAs are required for lodging and meals). Soldiers authorized to procure commercial quarters may consider the use of a long-term contract lease with a commercial lodging facility.

h. Travel Vouchers: Soldiers will submit monthly accrual travel vouchers to their travel support activity. The accrual voucher must include legible copies of all orders (mobilization, TCS and or TDY), legible receipts for lodging, commercial travel, and any expense over \$75.00, DA Form 31, and if applicable a SNA for meals and lodging.

All vouchers must be sign by the traveler in blocks 20a and someone who knows about travel entitlements and how to complete a travel voucher will review b. Reviewer must sign and date the voucher in blocks 20c and d.



Upload your travel voucher and supporting documents online!

[Travel Voucher Direct](#) is available for all travel claims computed and paid by DFAS. **Note: *Not for those using DTS (Defense Travel System) for their travel vouchers.*** Where to submit your Travel Claim

If you are not using Travel Voucher Direct to submit your voucher, find the appropriate email address for your type of travel (fax numbers provided if available).

**AMC/Defense Agency Claims:** [DFAS-AMC-DA-TRAVEL@mail.mil](mailto:DFAS-AMC-DA-TRAVEL@mail.mil)

**Army Active Component Advances:** [DFAS-TRAVELADVANCE@MAIL.MIL](mailto:DFAS-TRAVELADVANCE@MAIL.MIL)

**Army Active Component VIP Claims:** [dfas.rome.jft.mbx.tdy-vip@mail.mil](mailto:dfas.rome.jft.mbx.tdy-vip@mail.mil)

**Army Active Component Settlement Claims:** [dfas.rome.jft.mbx.army-travel@mail.mil](mailto:dfas.rome.jft.mbx.army-travel@mail.mil)

**Military PCS Claims:** [DFAS-MILPCS@mail.mil](mailto:DFAS-MILPCS@mail.mil)

**Military PCS Advance Claims:** [DFAS-MILPCSADVANCE@mail.mil](mailto:DFAS-MILPCSADVANCE@mail.mil)

**Contingency Advances:** [DFAS-ContingencyTravel@mail.mil](mailto:DFAS-ContingencyTravel@mail.mil) - Fax: (317) 275-0122

**Contingency Settlement Claims:** [DFAS-ContingencyTravel@mail.mil](mailto:DFAS-ContingencyTravel@mail.mil) - Fax: (317) 275-0332

**Reserve Advances:** [DFAS-ReserveTravel@mail.mil](mailto:DFAS-ReserveTravel@mail.mil) - Fax: (317) 275-0336

**Reserve Settlement Claims:** [DFAS-ReserveTravel@mail.mil](mailto:DFAS-ReserveTravel@mail.mil) - Fax: (317) 275-0334

**DLA/Navy TDY:** [DFAS-NavyDLA@mail.mil](mailto:DFAS-NavyDLA@mail.mil) - Fax: (317) 275-0150

#### RC Travel Pay:

RC Soldiers mobilized in support of contingency operations are entitled to travel pay from their principal residence to the mobilization station for processing to active duty status and ultimate deployment. They will be entitled to travel pay at the end of the period of active duty, from the demobilization station to return to their principal residence.

While in a TDY status, RC Soldiers will be reimbursed for lodging, meals, and incidental expenses, at the daily rate prescribed for the operation area. Reimbursement will be reduced when government quarters and mess are available. Accrual travel voucher DD Form 1351-2 needs to be filed every 30 days (see Chapter 8, DOD FMR 7000.14-R, Volume 9). Soldiers who are paying for commercial lodging may be reimbursed per diem if on leave.

Soldiers ordered to active duty at a CONUS location outside the local commuting area of their principal residence are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These Soldiers are also authorized per diem during the entire period of active duty. Per diem will be reduced when government quarters and mess are available.

RC Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day and from the duty station to their residence upon release from active duty on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour.

**6-6. Defense Travel System (DTS) Procedures for Deployed/Deploying Soldiers.** Soldiers using IMCOM OCO –TCS Funding to deploy to combat zones, or to qualifying hazardous duty areas, will not use DTS to create deployment orders, or to file deployment settlement vouchers. Orders are generated via legacy techniques, and final settlement vouchers are filed using the legacy travel voucher processing system through DFAS-IN. As an exception to this policy, USASOC who is resourced by Major Force Program 11, may generate order utilizing DTS.

#### **6-7. Defense Travel System (DTS) Procedures for CONUS Soldiers.**

General: Installation Management Command (IMCOM) OCO-TCS Management Office manages funding for all IMCOM OCO-TCS Contingency Funded Travel authorization orders and vouchers processed in the DTS. As an exception to this policy, USASOC who is resourced by Major Force Program 11, may generate order utilizing DTS. DTS will ensure the proper obligation of funds and facilitate rapid payment to Soldiers. Soldiers must self-register in the DTS. Commands/Units will input IMCOM OCO-TCS orders into DTS for their assigned Soldiers and route to Command reviewers and approval officials for approval. Inherit with this responsibility, reviewers and approval officials will establish internal controls consistent with AR 11-2 (Management Control) and provide guidance for filing, reviewing, and approving TCS vouchers

Documentation: Commands/units will ensure that Soldiers' supporting documents (a copy of the orders and amended order, waiver, SNA statement, lease agreement, and receipts for items over \$75.00) are included with the voucher prior to command approval for payment. Command/Units will approve the voucher and submit to their DTS travel. Soldiers should receive payment from DFAS within 3 to 5 business days.

a. Requesting Line of Accounting (LOA):

Procedures for Requesting IMCOM OCO-TCS Line of Accounting (LOA) for Processing Authorizations and Vouchers in the DTS (Throughout 8-7c, "LOA" refers to "line of accounting" not "letter of authorization" as in 8-11e):

b. Notification requirement: Commands/units must notify the IMCOM OCO-TCS Management Office of any changes, deletions or modifications of original IMCOM OCO- TCS orders and amendments. Immediately notify the IMCOM OCO-TCS Management Office if there are any personnel actions that may adversely affect the voucher settlement process.

c. Final Settlement Voucher: Upon the completion of duty, commands/units should assist the Soldier in preparing and submitting final settlement vouchers in DTS.

## **6–8. Storage of Household Goods.**

a. General Rules:

General Rules Governing Funding for Household Goods (HHG) Storage and Temporary Duty (TDY) HHG Weight Allowance Transportation:

1) Army installations are responsible for funding deployment storage of HHG and transportation of TDY HHG allowance. Installations are required to obtain and obligate Overseas Contingency Operation (OCO) funds to pay for all eligible deployment storage for AC and RC Soldiers.

2) The resource management office (RMO) will provide a specified OCO line of accounting (LOA) to the Installation Transportation Officer (ITO) for deployment HHG storage, and TDY HHG allowance transportation.

3) The ITO will forward this OCO LOA through IMCOM channels to the HQDA Transportation Account Code (TAC) Coordinator to obtain a unique TAC for all installation storage needs. Future deployment storage obligations are tracked by each ITO.

4) In cases when a garrison RMO has not received sufficient OCO funding, they must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

b. TDY HHG Weight Allowance: Soldiers supporting contingency operations in an active duty TCS status for more than 200 days are authorized HHG weight allowance IAW JTR, , excluding those serving in designated Hostile Fire/Imminent Danger Pay areas. OCONUS shipments must be processed through the ITO. Shipment of TDY HHG weight allowance is authorized back to final duty locations.

c. Special Storage of HHG: Special storage of HHG is authorized for: single Soldiers (active duty and mobilized RC); Soldiers married to another service member when both are deployed; Soldier married to another service member residing at different permanent duty stations; and Soldiers who are single parents with a childcare plan that requires the dependent to leave the residence. Qualified individuals may store HHG at government expense for the period of the contingency operation. Special storage funding for RC Soldiers is based on the mobilization order.

#### **6-9. Privately Owned Vehicle (POV).**

a. General Rules Governing Funding for POV Storage:

1) Army installations are responsible for funding storage of POVs. Installations are required to obtain and obligate OCO funds to pay for all eligible deployment storage for AC and RC Soldiers.

2) The garrison RMO will provide a specified OCO LOA to the ITO for deployment POV storage.

3) The ITO will forward this OCO LOA through the IMCOM channels to the HQDA TAC coordinator to obtain one unique TAC for all installation storage needs. Each ITO will track storage obligations for future deployment storage purposes.

4) In cases when a garrison RMO has not received sufficient OCO funding, they must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

b. POV Storage Authorization:

1) POV storage is not an automatic entitlement. All Soldiers must possess proper authorization prior to seeking POV storage.

2) Soldiers may be authorized storage of one POV when deploying in support of contingency operations. POVs will be stored IAW instructions provided by the local ITO.

3) RC personnel on TCS orders in support of contingency operations may be authorized storage at home station. If the home station cannot offer a storage option, the servicing ITO may authorize a personally procured storage at the home station. Soldiers must obtain a letter of authorization with the appropriate LOA and associated transportation accounting code (TAC) prior to seeking storage arrangements. RC Soldiers may only be authorized POV transportation from their home station or residence to the assigned mob station and/or duty location (under JTR, para. 5376/5378) when use of POV is the most advantageous to the government and when home station does not have a POV storage option. There is no authorization for payment of in-and-around mileage.

#### **6-10. Leave.**

a. Soldiers accrue 2.5 days of annual leave per month while serving on active duty. Commanders and Soldiers are directed to develop a leave plan, at their TCS location, to ensure leave is taken when available, per [AR 600-8-10](#), para 2-2, Leaves and Passes. All mobilized RC Soldiers are encouraged to take leave during the period of active duty or as part of the REFRAD process. If military requirements limit taking



leave during the period, the RC Soldier mobilized for a "contingency operation" may cash in all accrued leave prior to REFRAD without impacting their career sell back cap of 60 days. Soldiers will annotate their leave periods taken when submitting accrual travel vouchers to prevent overpayment and to provide the Defense Network Operations (DNO) section with accurate information on leave taken. The following procedures will be implemented:

1) Mobilization/demobilization station will brief Soldiers on the requirement to annotate leave taken on the travel voucher and to attach a copy of their Request and Authority for Leave document (DA Form 31) to the final settlement voucher when it is filed.

2) Units will create a Soldier Management Individual File (SMIF), IAW [AR 25-50](#), on all Soldiers who TCS to their location. A copy of all leave forms will be placed in this file for return to the unit along with a completed Leave Verification Form signed by the unit commander. When the Soldier departs the TCS location the SMIF file will accompany the Soldier to the next duty location. Soldiers will attach a copy of their DA Form 31 to their final settlement voucher when they complete their mobilization tour.

3) The increase of regular annual leave accrual carryover (from 60 to 75 days) expired 30 September 2015

Accrued Leave: Soldiers transitioning from mobilized or CO-ADOS status who are being immediately converted to another active duty status (e.g. ADOS, AGR, etc.) are authorized to roll over any accrued leave providing they have a memorandum signed by their commander stating the number of days accrued leave the Soldier had at the time of separation.

4) Commanders should allow Soldiers the opportunity to use accrued leave during the mobilization period, within operational constraints. Commanders in theater shall ensure that individual Soldier BOG does not impinge on the time necessary for RC Soldiers to complete the demobilization process which includes travel time from theater, days required at the demobilization station and at home station, and time to expend accrued regular leave. If an RC Soldier assigned to a leave restricted area is unable to take accrued leave prior to established REFRAD because of mission requirements, the Installation Garrison Commander/Manager has the authority to extend the Soldier on active duty for the purpose of demobilization.

5) The DD Form 214 and REFRAD order will act as the authority for retention beyond mobilized service. Retirees will not be extended for accrued leave. Retirees can only be extended for PDMRA when coming from a leave restricted area.

b. Special Leave Accrual (SLA): Soldiers located in hostile fire/imminent danger pay areas for a continuous period of 120 days or more, are authorized to accrue up to 120 days of SLA (75 days normal leave carry over and 45 days of SLA).

#### Qualifying

Soldiers are authorized to retain such leave until the end of the fourth successive fiscal year. In accordance with [AR 600-8-10](#), Chapter 3, a commander in the grade of O5 or higher is the approval authority for Soldiers who serve at least 120 continuous days in an area in which the Soldiers is entitled to hostile fire and imminent danger pay.



Commanders will not approve SLA until after the fiscal year (FY), when it becomes known how much leave the Soldier will lose. SLA entitlements are discussed further in Title 10 USC para 701.

An additional one-time SLA sell back is authorized for enlisted Soldiers (does NOT apply to officers). Under this provision an enlisted Soldier may elect a one-time leave sell back of up to 30 days leave that is in excess of the 120 day SLA limitation. Such leave sell back counts against the 60-day leave sell back limitation during a Soldier's military career. SLA shall not be used as a means to authorize the accumulation of leave in excess of 75 days which is the result of improper leave management, or for reasons as described in AR 600-8-10. Examples where SLA is not authorized are: PCS, TDY in performance of normal duties/ training, PTDY, participation in scheduled training exercises, or assignment to expanded duties or a more responsible position.

c. Emergency Leave: The DA Form 31 will be used as the emergency leave order as described in [AR 600-8-10](#) and the [JTR](#). Red Cross personnel will provide notification and assistance to Soldiers as needed. Soldiers are authorized government funded transportation only from TCS/deployment location to Home Station/PDS at government expense. Any additional travel to the emergency leave destination is at the Soldier's expense. Air Mobility Command (AMC) space required travel via Patriot Express or other government transportation will be used to the greatest extent possible.

d. Convalescent Leave: Soldiers who are granted convalescent leave for illness or injury incurred in the line of duty while eligible to receive hostile fire pay and imminent danger pay are entitled to funded transportation IAW [JTR](#). Convalescent Leave Transportation Allowances will be funded by the supporting MTF and reimbursed through OCO. See [AR 600-8-10](#), Chapter 5 for additional information concerning convalescent leave.

e. Rest & Recuperation (R&R): Soldiers deployed to the U.S. Central Command (USCENTCOM) AOR on 12-month or greater TCS deployment orders with a minimum of 270-days continuous boots on ground (BOG) are eligible for 15 days of chargeable R&R leave at the commander's discretion. DoD Civilians are eligible for chargeable R&R leave if they are projected to serve 180 days or more. Deployment period is defined as the length of time between the deployment and redeployment of forces in the USCENTCOM AOR and is not inclusive of time spent at mobilization station for reserve component units. For the purpose of R&R, time spent at the mobilization station does not count towards deployment or BOG; mobilization orders are also not considered as TCS deployment orders. The policy defining "deployment length" is. Specific implementation instructions and eligibility criteria for chargeable R&R can be found in [DODI 1327.06](#), paragraph 1j(9). To ensure RC units deploying to USCENTCOM Theater on 12-month or greater TCS deployment orders are afforded an opportunity to take a chargeable R&R leave period the 10% limit imposed on personnel absence may be increased to 12% by the first GO/flag officer in the chain of command, subject to operational conditions. This authorization is designed to enable more RC personnel the opportunity to take R&R leave during deployment in the USCENTCOM AOR. AC units will remain under the 10% absentee limitation.

f. Non-Chargeable R&R can be found in [DODI 1327.06](#), paragraph 1j(10).

g. Paternity Leave: Married Soldiers serving on active duty whose wife gives birth to a child are authorized up to 10 days non-chargeable administrative absence. Paternity leave must be taken consecutively and within 45 days after the birth of a child. Paternity leave cannot be combined with R&R leave. Deployed Soldiers have 60 days after returning from deployment to utilize the 10 days of paternity leave.

Reference:

Joint Publication (JP) 4-05, Joint Mobilization Planning	
<a href="#">AR 500-5</a> , Army mobilization	
<a href="#">AR 500-5</a> , Army mobilization	
<a href="#">DODI 1235.12</a> , Accessing the Reserve Components	
<a href="#">DODI 1327.06</a>	
Army Directive 2017-09 Management of the Individual Ready Reserve	
<a href="#">AR 614-30</a>	
<a href="#">AR 600-8-101</a>	
<a href="#">DA Pam 600-8-101</a>	
<a href="#">AR 600-8-10</a> ,	
ALARACT 001/2018 (HQDA G-1) RE: BAH	Expires: 30 September 2018

## Chapter 7 Casualty Operations



Lead: HRC  
Assist: NGB USARC

### Section I Introduction

This chapter discusses procedures of casualty operations in theater; provides instruction on line of duty determinations; reporting prisoners of war and missing in action; escorts and funerals; and records management. Provide commanders and their human resources staff guidance on casualty reporting, notification, collateral reports and mortuary affairs. The Charles C. Carson Center for Mortuary Affairs, a \$30 million, 73,000-square-foot, state-of-the-art facility, became home to the mortuary in November 2003. In addition to the Port Mortuary, serving as our nation's sole port mortuary it is also the largest mortuary in the DOD and the only one located in the continental United States.

#### 7-1. Purpose.

a. Handling casualty operations is one of the critical HR tasks, completion done accurately and efficiently. It is a critical part of the Army taking care of Soldiers and family members. As senior HR professionals, we are responsible for ensuring casualty operations occur in your unit.

b. Casualty operations includes the production, dissemination, coordination, validation and synchronization of casualty reporting, notification, assistance, line of duty determination, disposition of remains, disposition of personal effects, and military burial

honors.

## Section II

### Commanders Responsibilities

#### 7-2. Responsibilities (Pre-Deployment)

a. Brigades will ensure subordinate units accomplish the actions below prior to deployment:

- (1) Appoint a SCMO for the AO and the Rear detachment to process the personal effects of a deceased Soldier in coordination with the S-4.
- (2) Coordinate SCMO appointment with the command's servicing judge advocate.
- (3) Ensure all deploying Soldier's and Family members view the Casualty preparedness video prior to deployment.
- (4) Brief Soldiers on the importance of updating wills and give each the opportunity to update DD Form 93, SGLV-8226, Traumatic Service members Group Life Insurance, and Family Service members Group life insurance.

#### 7-3. Casualty Reporting.

a. Reportable Casualties include:

- (1) Active Duty Military
- (2) USAR/ARNG
- (3) Army Retirees
- (4) Soldiers separated from the Army within 120 days
- (5) DA Civilians and Contractors employees OCONUS & CONUS
- (6) DA Dependents, OCONUS

b. Utilize your public affairs officer and NCO to assist in media talking points for special interest or special categories of casualty cases that may generate lot of media attention.

c. Commanders and their staffs must ensure casualty reporting, the completion of collateral investigations, and the presentation of investigation results to the next of kin within established timelines.

d. For specific guidance, see AR 638-8 Army Casualty Program [Guidance for Reporting Requirements and Redacting Investigation Reports of Deaths and Fatalities](#). Casualty and Mortuary Affairs Operations Center (CMAOC) provides policy and operational oversight of daily Army casualty and memorial affairs operations.

e. Once a casualty occurs, the battalion commander, or his battalion-level field grade designee, must verify the accuracy of the casualty circumstances. Before submitting the initial or supplemental report, verified prior to signing the Department of the Army (DA) Form 1156, Casualty Feeder Card. Use the web enabled casualty-reporting component of DCIPS known as DCIPS-PRC Defense Casualty Information Processing System – Personnel Casualty Report. If a subsequent investigation of the casualty incident reveals additional information that clarifies or changes the circumstances originally reported, commanders will report the change through casualty channels as soon as the circumstances are known

e. Casualty and Mortuary Affairs Branch of CMAOC is responsible for casualty reporting, bedside travel and transportation orders; casualty support; death investigation tracking and management; fatal accident Family brief program; and current conflict Prisoner of War (POW) and Missing in Action (MIA) matters.

f. Information Processing System – Casualty Forward (DCIPS-CF) A DoD system that provides all Services with a single, standard automated support system:

- (1) Casualty
- (2) Mortuary Affairs
- (3) Repatriation of personnel or remains
- (4) Allows management of casualty and next of kin information
- (5) Provides a journal to chronologically record a case history on each casualty
- (6) If a subsequent investigation of the casualty, incident reveals additional information that clarifies or changes the circumstances originally reported, commanders report the change through casualty channels as soon as the circumstances are known.

#### 7-4. DCIPS-PCR

a. The use of DCIPS-PCR to report casualties must be coordinated with theater casualty reporting organizations. The DCIPS-PCR Army User Guide is located on milSuite

at: <https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips>. Download DCIPS-Forward

DCIPS web Portal on NIPRNET

AKO/DKO: (<https://www.us.army.mil/suite/kc/6566830>) or AKO: Files; Quick View Files ID 32642930; and User Guide File ID 32642856.

Select DCIPS Forward 8.0 Download Folder;

Select DCIPS Forward 8.0.066 Application File (mdb);

Copy the DCIPS-FWD.MDB file to any location on your PC (e.g., "My Documents"); Download the User Guide (pdf).

Major Changes to DCIPS-Forward

8.0 DCIPS Forward Main Menu

DCIPS Forward Casualty Main Listing

b. DCIPS Forward Casualty Information Form

(1) Reporting Channels:

All contingency-related casualty reports will be sent through casualty reporting channels to the serving CAC. The CAC will verify all casualty information and submit casualty reports using the web-based casualty reporting tool DCIPS-CR.

(2) Reporting Timelines:

Commanders in theater must submit the initial casualty report through casualty reporting channels to the serving CAC within 12 hours of a casualty incident.

(3) Casualty Liaison Teams (CLTs):

CACs must coordinate with patient administration offices to arrange for on-site CLTs to track casualties evacuated to military, VA, or civilian hospitals within their area of responsibility.

CLTs are essential in providing updated information on all incapacitated injured or ill (III), seriously injured/ill (SI), and very seriously injured/ill (VSI).

(4) Reporting Procedures for Suspected Friendly Fire Incidents:

As soon as a commander suspects friendly fire, they will provide immediate notification through the casualty reporting channels to the Casualty and Mortuary Affairs Operations Center (CMAOC)

#### 7-5. Submit a Casualty Report:

Commanders will submit a casualty report to explain what is known about the circumstances and confirm that a collateral and accident investigation has been initiated. Commanders will

also contact the Combat Readiness/Safety Center and the local Criminal Investigation Division (CID) to review the incident for safety and/or criminal aspects. If suspicion of friendly fire emerges during an initial death investigation, commanders will submit a supplemental casualty report, with the same battalion-level field grade review, to update information previously reported.

#### 7-6. Reporting Procedures for Missing Soldiers.

- a. Commanders must document the situational circumstances surrounding a missing Soldier and inform the chain of command of their intent to report a Soldier as Duty Status Whereabouts Unknown (DUSTWUN).
- b. The Commander will submit a DCIPS-CF report through casualty reporting channels to the Theater CAC. The casualty report must detail all actions taken, which have been taken to verify the Soldier's status. Upon receipt, the Theater CAC will coordinate with CMAOC for final instructions before submitting the report. AR 638-8 Army Casualty Program and [DODI 2310.5, Accounting for Missing Personnel](#), provide detailed guidance on the handling missing Soldiers. The CMAOC will work with the CAC to provide guidance to commanders on missing Soldiers. If
- c. Approval of Soldiers status for DUSTWUN, commanders will initiate a DD Form 1812 with the findings and recommendations on the Soldier's status IAW AR 638-8 ARMY CASUALTY.

Forward the missing Soldier's personnel records  
to Commander, Army Human Resource  
Command,  
ATTN: AHRC-PDC-M, 1600 Spearhead Division Avenue,  
Fort Knox, KY 40121-5405.

Organizations holding medical and dental records for missing Soldiers should scan those records immediately via email to [peddopn@conus.army.mil](mailto:peddopn@conus.army.mil) for use by the Army liaison officer at USAF Port Mortuary, Dover AFB, DE. Reference AR 600-8-104 [Military Personnel Information Management/Records](#) for additional guidance.

#### c. Collateral Reporting Requirements.

For all hostile deaths and fatal training/operational accidents, the Summary Courts Martial Convening Authority will initiate a death investigation (either formal or informal) under the provisions of AR 15-6. Commanders will report the investigation initiation through casualty reporting channels allowing so Family to receive information that an investigation is underway. Commanders will also provide monthly status updates and a copy of the completed report to the CMAOC through casualty channels, per, AR 15-6 Collateral Investigations for all Hostile Fire Deaths and Fatal Training/Operational Accident Presentation to Next of Kin.

If any criminality is suspected during the course of an investigation, commanders will immediately notify CID who will initiate a CID report of investigation.

(4) For casualties that result from a military-related accident, the unit commander will submit the completed collateral investigation to the Summary Courts Martial Approving Authority or designee within 30 days from the fatal training or operational accident.

(5) For casualties of suspected friendly fire incidents, unit commanders will submit the completed collateral investigation through the General Court Martial Convening Authority to

the combatant commander within 30 days of the incident.

7-7. Line of Duty Investigations:

Line of Duty Investigations (LOD), are required pertaining to death cases, formal or informal investigations will be conducted in accordance with AR 600-8-4, Line of Duty Policy, Procedures and Investigations, dtd 09/04/2008.

7-8. Casualty Notification:

Notification and Assistance for Civilian Personnel CMAOC's Notification Section will facilitate notification with the Assistant G-1, Civilian Personnel for DA Civilians and with the parent contract agency for contractor personnel. Civilian Personnel Advisory Centers (CPAC) are responsible for providing casualty assistance to the next of kin (NOK) of deceased civilians.

7-9. Travel and Transportation Orders (T&TOs):

a. Travel to the Bedside of a Soldier. Up to three eligible Family members are permitted to be issued T&TOs to travel to the bedside of a Soldier who is classified as VSI, SI or not seriously injured/ill (NSI) [IAW DODI 1300.18, Department of Defense \(DOD\) Personnel Casualty Matters, Policies, and Procedures](#). The hospital staff must first complete a DA Form 2984, signed by the attending physician or hospital commander, requesting the Family's presence at the bedside. CMAOC will not extend a T&TO to Family members to facilitate travel into the theater of operations.

b. Travel to Dover Air Force Base: T&TOs for the PNOK and two other eligible Family members who choose to travel to Dover Air Force Base, Dover, Delaware. This allows Family members to witness the dignified transfer of deceased Soldiers arriving from the theater of operation.

c. Authorized Per Diem. CMAOC may extend T&TOs to Family members relating to current contingency operation casualty Family may be authorized per diem. NOK should not travel before a T&TOs are available; commanders are responsible to ensure Family members know this. Travel without a T&TOs is not reimbursable.

Section III

Mortuary Affairs Guidance

7-10. Mortuary Affairs.

This section provides guidance concerning, search and recovery of remains, collection of identification media, escort of remains, and personal effects processing. Detailed mortuary affairs guidance is found in AR 638-2, Care and Disposition of Remains and Disposition of Personnel Effects.

a. Search & Recovery: Commanders will take appropriate action to search for and recover remains of their Soldiers, DA Civilians, and contractor personnel. The Joint Pub 4-06 (Mortuary Affairs in Joint Operations) provides procedures for search and recovery of remains.

b. Identification: Remains will be processed for identification under policies and procedures in AR 638-2, Chapter 8. Definitive identification occurs only when there is a favorable comparison between ante-mortem and post-mortem dental, fingerprint, and/or



DNA records.

Upon receipt of an initial casualty report for a deceased or missing Soldier, organizations holding medical and dental records should scan them and immediately to [Dover.ArmyMort@dover.af.mil](mailto:Dover.ArmyMort@dover.af.mil) for use by the Army liaison officer at the USAF Port Mortuary, Dover AFB.

c. Escorts: Commanders in the Area of Operations (AO) will not appoint an escort from the AO forces to accompany the remains of deceased Soldiers or DA Civilian employees, unless they receive a by-name request from the Soldier's Family. CMAOC will approve all request prior to commanders in the Area of Operations (AO) appoints an escort to accompany the remains of the deceased Soldier or DA Civilian employee. If escorts from the AO accompany remains without prior CMAOC approval, the preparing mortuary will return unauthorized escort(s) to the place of origin or home station (as appropriate).

- d. Personal Effects (PE): When an individual is killed or wounded in action, do not remove their gear (including body armor and helmets), clothing, or other personal effects except to perform life-saving measures, or for safety and/or security reasons. All items, except weapons, radios, munitions, classified documents, and hazardous material found on or near the individual, will be shipped with the individual to the local medical treatment facility or mortuary affairs collection point. If PE are separated from a Soldier during life-saving measures, and the Soldier subsequently dies, their effects are evacuated with the remains to the servicing mortuary affairs collection point. Body armor should be turned in to the nearest mortuary affairs collection point for forward shipment to Dover Port Mortuary.

7-11. Helpful

Links: [AF](#)

#### [Mortuary Affairs](#)

[Tragedy Assistance Program for Survivors](#)

[Air Disaster Bereavement Support](#)

[Supporting Military](#)

[Widows/Widowers Supporting](#)

[Family After a Child Dies Social](#)

[Security Survivor Benefits Armed](#)

[Forces Family Resources](#)

[U.S. Army](#)

[Survivor Outreach Services](#)

[U.S. Marine Corps](#)

[Gold Star Family Support](#)

[U.S. Marine Corps Casualty Assistance](#)

[U.S. Navy](#)

[Casualty Assistance for Family](#)

[Members Air Force](#)

[Air Force Families](#)

[Forever AF Casualty](#)

[Services](#)

[AF Wounded](#)

[Warrior Air Force](#)

[Aid Society](#)

Soldiers personal equipment will be managed (from home and deployed AO) must be

handled in accordance with [AR 638-2](#); and [DA Pam 638-2](#). Commanders will ensure all required documentation is completed and forward to:

Commander, US Army Human Resources Command,  
ATTN: AHRC-PDC-C, 1600 Spearhead Division Avenue  
Fort Knox, KY 40121-5405

#### 7-12. Honors:

Unless specifically denied honors by the Secretary of the Army or his designee, it is the Department of the Army policy to render planeside honors and full military funeral honors for all fallen active duty Soldiers. Planeside honors are conducted in accordance with the "Planeside Honors SOP" posted on the Military funeral honors are rendered in accordance with [DODI 1300.15](#), Military Funeral Support.

#### 7-13. Interactive Casualty Training

[CMAOD Interactive Casualty Training](#) (AKO Login Required)

Casualty Notification Officer/Casualty Assistance Officer (CNO/CAO) - Combined  
Annual Recertification only

Note: This recertification training is to be taken no later than twelve months after your initial certification training date of the 16 hrs classroom training.

This recertification is good for twelve months. To keep your CNO/CAO recertification validation current you may take the recertification again no later than twelve months after your initial recertification.

Specific rank requirements:

For Commissioned Officers: Captain or above.

For Commissioned Warrant Officers: Chief Warrant Officer two or above. For Noncommissioned Officers: Sergeant First Class or above.

If you do not meet the above rank requirements OR you have not completed the initial classroom training within the past year, completion of the recertification training will NOT certify you to serve as a CNO or CAO.

Chaplain Escort

Summary Court Martial Officer General Officers Dignified Transfer DD Form 93

Line of Duty (LOD)

Technical support for online training

## CHAPTER 8 – EQUIPMENT



LEAD: HQDA G-8,  
ASSIST: HQDA G-4, AMC, IMCOM

### 8–1. Purpose.

Provide equipment guidance for all personnel who mobilize and/or deploy in support of contingency operations and peacekeeping missions.

### 8–2. General.

Clothing and Individual Equipment (CIE) is provided to the military (Active Army, and Reserve Component (RC) units) authorized DoD civilians, Red Cross, AAFES, and contractor personnel when required for deployment in support of contingency operations and peacekeeping missions. Active Army and RC units are responsible for fielding Organizational Clothing and Individual Equipment (OCIE) for deploying Soldiers to the maximum extent possible at home station using Operations and Maintenance Army (OMA) funds. If funds are not available, US Army Forces Command (FORSCOM) will assist units with funding issues. RC filler/replacement personnel assigned to Troop Program Units (TPU) deploying as individuals, with the exception of the Push and Pull Soldiers being treated as Non-Unit Related Personnel (NRP), will report to the Force Generation Platform (FGP), (installations that deploy one or more brigades) and/or CONUS Replacement Center (CRC) with full wartime allowance of personal clothing and OCIE in serviceable condition. Military personnel will also deploy with Military Occupational Specialty (MOS) specific OCIE items (e.g. combat vehicle crew members coveralls, Army aircrew combat uniform, mechanics coveralls, fuel handler coveralls, etc.). Troop Program Unit (TPU)

personnel: Troop Program Unit (TPU) personnel will report to the mobilization station or CRC with their full wartime allowance of personal clothing and OCIE in serviceable condition.

b. RC units with unresolved OCIE shortages: RC units alerted for mobilization will submit a list of their unresolved deployment OCIE shortages through their chain of command to the mobilization station Central Issue Facility (CIF). The mobilization station CIF will requisition

and issue all shortages of deployment/theater specific OCIE using Overseas Contingency Operations (OCO) or Contingency Operations (CONOPS) funding along with placing the Operational Project Code on all requisitions. Upon redeployment, the mobilization station CIF will recover non-unit fielded OCIE.

c. Theater specific uniforms and OCIE: RFI fielding sites at mobilization station will issue theater specific uniforms and OCIE. Operational Camouflage Pattern (OCP) uniforms and OCIE are only issued to units/Soldiers who are attached or prioritized enablers to specific theater missions. HQDA G3 determines which theater and mission is authorized OCP OCIE. If issued, the unit must forward a list of names for Soldiers arriving to the mobilization station. OCP nametags will need least 30 days in advance to produce at the RFI fielding site.

d. Non-unit related personnel (NRP) OCIE: The CRC will process all non-unit related personnel designated for deployment outside the continental United States theaters as fillers and replacement personnel to include Individual Mobilized Augmentees (IMA), Individual Ready Reserve (IRR) Soldiers, RC and AC personnel. Individuals will process through and deploy from the CRC and be issued an individual weapon, mask, and authorized OCIE. The CRC will ensure that all personnel have required OCIE identified in paragraph 10-3 below (issued from either home station or CRC) prior to departure from CONUS. IRR Soldiers deploying as unit fillers will have equipment issued at the mobilization station.

e. Travel uniform:

All personnel traveling in and out of CENTCOM area of operations will wear either civilian clothing, Army Combat Uniform (ACU), and/or as required by CENTCOM commander. DOD civilians will not wear military uniforms in the Iraq Joint Operations Area (JOA).

f. Contractors:

(1) Contractors will not wear military uniforms except for specific OCIE items required for safety or security or based on approved exception to policy and negotiated contracts. CRC will ensure personnel have negotiated required OCIE on hand prior to departure from CONUS.

(2) Government furnished equipment (GFE) issue to deploying personnel shall be returned to the control of the U.S. Government in accordance with Department of Defense Instruction 4162.2 and the applicable contracts. The contractor and the contractor employee is liable for the cost and replacement of the lost, theft, damage, and destruction of GFE and clothing. The contracting officer is responsible for enforcing the terms of the contract and ensuring that the contractor employee complies with applicable policy, regulations and that any government issued protective clothing and OCIE is recovered and returned to the government as stipulated in the contract. Deployment/Redeployment platforms: All Federal Government personnel and supporting personnel of the Chief of Mission Iraq (CMI) will be deployed and redeployed through the Third US Army (Forward) facilities in Kuwait. While in-processing through the Kuwait facilities, all OCIE will be laterally transferred using Installation Support Module - Central Issue Facility (ISM- CIF). Non-OCIE items such as masks and weapons will be laterally transferred from the CRC to the gaining unit using a Property Book Unit Supply Enhanced (PBUSE) and/or Global Combat Support System –Army (GCCS-A) account. The equipment (mask/weapons) becomes unit- owned property and is not required to be returned to the CRC. Property will be classified as Theater Provided Equipment (TPE). In the rare case that a weapon is required/approved for a contractor, the weapon must be laterally transferred directly from the CRC to an Army property book account.

**8–3. Organizational Clothing and Individual Equipment (OCIE)a. OCIE is the minimum requirement for all personnel deploying in support of contingency operations.** All deploying personnel will have these minimum required items in their possession prior to CONUS departure. Commanders will ensure personnel have the correct sizes and that all OCIE and personal clothing items are fully serviceable for the duration of the deployment. All

personnel not identified in table 10-3a through 10-3e shall only receive the minimum required OCIE based upon orders and/or assignment. Equipment listed in tables are subject to change. The Rapid Fielding Initiative (RFI) issue point will continue to issue Soldiers Flame Resistant Army Combat Uniforms (FRACU) in the Operation Enduring Freedom Camouflage Pattern (OEF-CP) until inventories are exhausted; at which time Operational Camouflage Pattern (OCP) FRACU's will be issued.

#### **8-4. Army Direct Ordering (ADO):**

The Army Direct Ordering Program is a USARCENT program that was established to provide sustainment of clothing bag items and OCIE to deployed military personnel in support of a contingency mission. Individual Air Force/Navy personnel (augmentees) assigned to or embedded within Army units that are performing tactical mission in support of a contingency mission are authorized to use ADO for sustainment of Army clothing only through the Army unit they are assigned or embedded within. The unit may set-up an account through Operational Sustainment (first TSC). Funds will be activate within 30 days for OCIE and 45 days for clothing bag items. It is strongly advisable to wait until "Boots on Ground" and are 100% certain of unit's mailing address so items are not shipped to the wrong address or lost during shipment. Soldiers (Enlisted and Officers) may place order by size via AKO link thru DLA E-Commerce to Kentucky Logistics Operations Center (KYLOC) web site (<https://army.kyloc.com>). If internet access is limited, unit designee can order items in the Soldier's name. However, if the OCIE item was not issued and not listed on the Soldier's clothing records, then the Soldier is not authorized the item and the unit designee cannot approve the item for ordering

#### **8-5. Individual Protective Equipment.**

a. Individual Protective Equipment (IPE) refers to a specific compilation of protective clothing, personal decontamination and detection equipment used for Chemical Biological Radiological Nuclear (CBRN) protection. Service members review the most update Standardized Individual Soldiers Basic Load (SISBL) and Common Table of Allowance for updates

b. IPE Requirements is a To-Accompany-Troops requirement for all deploying Soldiers and DoD civilians. All deploying personnel will have these items in their possession prior to departure from mobilization site or home station.

(1) IPE Issuing Units are to requisition CBRN IPE in accordance with instructions contained in the Deployment Order or as prescribed by standard pre-deployment procedures at the Conus Replacement Center (CRC).

(2) All deploying personnel will draw IPE in accordance with the basis of issue prescribed in the Deployment Order or as specified in Common Table of Allowance (CTA) 50-900 and CTA 50-970.

(3) Account for IPE on individual hand receipt. It is the hand receipt holders' responsibility to account for the property until properly relieved. Turn-in of IPE will be conducted in accordance with theater specific guidance or as instructed by ICEMP upon redeployment to demobilization site or home station.

c. Required IPE for deploying personnel is the commander's responsibility to ensure all soldiers deploy with these items. All personnel are required to deploy with their issued OCIE/IPE as to Accompany Troops (TAT) and not leave it in CONUS.

#### **8-6. Equipment Accountability.**

**Weapons.** Upon notification of deployment, Soldiers will bring a weapon from their parent unit based on mission requirements.

Supporting command/agency that does not have organic weapons will coordinate with their

supporting installation for the issue of a weapon to the Soldier before departure from home station. For Non-unit Related Personnel (NRP) without a parent unit, weapons will be issued by the CRC Property Book Officer (PBO). The CRC PBO will coordinate and transfer all weapons and other sensitive items provided by the CRC to the NRP's manifested unit UIC prior to movement. Weapons issued by the CRC PBO will use the established UIC, WMXAX3, to lateral transfer from the CRC to the gaining unit by the automated property book system Property Book Unit Supply Enhanced/Global Combat Support System – Army (PBUSE/GCSS-Army). When this occurs, the weapon becomes unit-owned property and is not required to be returned to the CRC. Civilians normally will not be issued a weapon. In the rare case that a weapon is required/approved for a contractor, the weapon must be laterally transferred directly from the CRC to an Army property book account. NRP weapons will be posted in PBUSE/GCSS-Army under property book identification code six and type authorization code nine

The CRC PBO will issue weapons to deploying NRP on a DA Form 2062 and provide a signed PBUSE/GCSS-Army generated DA Form 3161, lateral transfer document, in accordance with AR 710-2, para 2-8. The CRC PBO will forward an electronic copy of these documents via e-mail to the Theater Property Book Office (TPBO) point of contact. Each individual NRP will hand carry hard copies of both documents to the theater provided equipment (TPE) PBO representative for processing upon arrival in theater.

During in processing in theater, all NRP with CRC issued weapons will provide the TPBO representative the DA Form 2062 and signed DA Form 3161. The TPBO representative will accept the signed lateral transfer in PBUSE/GCSS-Army under the established UIC.

Upon redeployment, the losing unit in theater will initiate a DA Form 3161, lateral transfer from their TPE UIC to the designated TPBO representative TPE UIC, WMXAX3, through their supporting TPE office.

The losing unit in theater will provide a DA Form 2062 and a signed PBUSE/GCSS-Army DA Form 3161 for each NRP to hand-carry to the TPBO representative and will forward electronic copies of both documents via e-mail to the TPBO representative. The TPBO representative will accept the pending lateral transfer in PBUSE/GCSS-Army.

The TPBO representative will provide the NRP a hard copy DA Form 2062 and signed PBUSE/GCSS-Army DA Form 3161 to hand carry to the CRC PBO. The TPBO representative will forward electronic copies of both documents via e-mail to the CRC PBO in CONUS.

The NRP will provide the CRC PBO representative the DA Form 2062 and signed DA Form 3161. The CRC PBO representative will accept the pending lateral transfer in PBUSE/GCSS-Army within seven days of being initiated.

When NRP personnel are medically evacuated or depart theater under special circumstances, equipment will remain on the NRP's deployed unit of assignment TPE property book.

Coordination will be made with the TPBO to determine the final disposition for the equipment prior to unit redeployment.

#### 8-7. Authorized Baggage

Deployment/Redeployment-AMC/Contracted Military/Commercial Flights/deployment to theater: Soldiers are authorized four (4) duffel bags one (1) personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck/size maximum 15x10x22) and one (1) carry-on bag that meets commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs.

DA/DoD and other federal civilians.

DA/DoD and other federal civilians are authorized three (3) duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck /size maximum 15x10x22) and one (1) carry-on bag that meets commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs.

Contractor personnel.

Contractor personnel are authorized 2 duffel bags (one personal duffel bag is included in this quantity/size maximum: 25x42 or Ruck /size maximum 15x10x22) and one (1) carry-on bag that meets commercial airline standards/size (24.5 length/16.5 width/11.5 depth) with a maximum weight of 50lbs.

This is the maximum quantity of authorized baggage; however, if a Soldier can fit the equipment and personal items into a lower number of duffel bags fewer bags is fine. Each duffel bag must not exceed 70 lbs. Footlockers or commercial suitcases are not authorize for movement. The PAP CDR will make final determination on waiver requests for exception to policy on authorized baggage limits based on mission requirements and aircraft capacity for loading AMC/Contracted aircraft.

Excess baggage is authorized to cover additional costs for Soldiers flying commercial aircraft. Soldiers incur to ship four (4) duffel bags and one (1) carry-on bag as prescribed above.

Normally, commercial airlines (depending on each airline's policy) allow the traveler two (2) checked bags and one (1) carry-on bag before excess baggage costs are charged to the traveler.

All personnel are required to return with all issued OCIE (only if equipment was not turned into theater CIF and not packed in with unit equipment).

#### 8-8. Afghanistan-Pakistan (AFPAK) Hands Program:

Due to the unique mission requirements of the AFPAK Hands Program, individuals deploying to or from AFPAK Hands assignments are authorized 5 duffel bags and one carry-on for travel via commercial or military air. Baggage size and weight limits will be in accordance with those prescribed in para. 10-8a above.

Travel orders for those assigned to AFPAK Hands assignments will state "In accordance with paragraph 10-8 of the Army Mobilization and Deployment Reference, you are authorized five (5) duffel bags as accompanied baggage. The size of each bag may not exceed 25" x 42", nor exceed the weight of 70 lbs. per piece. Carry-on baggage cannot exceed 24.5" x 16.5" x 11.5" in size, nor exceed the weight of 50 lbs. In the event your travel is via commercial air, you are authorized reimbursement for excess baggage charges to cover the movement of the five (5) duffel bags.

Soldiers must be prepared to personally pay for the commercial airline charges for excess baggage. You may charge the cost for excess baggage to your government charge card. In order to obtain reimbursement you must provide receipts for the cost of the excess baggage when you file your travel claim.

**REFERENCES:**

[illegible]



## Chapter 9 Personnel Management



Lead: AHRC  
Assist: ANGB, USARC,

### Section I General Management.

#### 9-1. Purpose.

Unless otherwise specifically stated, current Army regulations remain the primary source for instruction on topics within this chapter. The purpose of this chapter is to highlight key differences between standard operations and contingency operations.

#### 9-2. Non-Citizen Military Personnel & Family Members.

Enlisted Soldiers with 8 years of Military Service.

Soldiers whom are non-citizens may be mobilize and/or deployed regardless of their time in service. Soldiers are only required to meet enlistment (to be) eligible for citizenship Applications for Citizenship.

Deploying non-citizen Soldiers who have an application for citizenship pending will use the Citizenship and Immigration Services (CIS) Customer Service Number (1-800-375-5283) to inform CIS of the Soldier's mailing address for the duration of the deployment. Soldiers with pending applications for citizenship will be reminded during in-, out-, Soldier Readiness, mobilization, extended temporary duty, deployment, redeployment, and reintegration (i.e., personnel processing upon return from a deployment) processing to notify CIS of any change of address. Soldiers who fail to make this telephone call could have their applications for citizenship denied due to failure to respond to a non- received mailed notice from CIS. Soldier's Guide to Citizenship Application. Soldiers with their applications for citizenship to include cover sheets, fingerprint cards, and N-426 (Certification of Military or Naval Service). To get help exclusively for members of the military and their family USCIS customer service is available at 1-877-247-4645.

### 9-3. Personnel Records.

#### Army Reserve Units:

AR units mobilized through Mobilization Force Generation Installation (MFGI), will bring MPF, medical, dental records, and finance records with them to the MFGI to support development of the deployment packet.

AR units mobilized at home station or at a Mob Station will have a designated support installation. The RC unit commander is responsible for providing appropriate records to the support installation to create a deployment packet. In addition, the supporting MILPO will make a copy of the last DD Form 214 issued and any other document that records active duty service after the date of the DD Form 214. Documents to ensure a correct DD Form 214 upon Soldier's REFRAD are critical.

The MPF, medical and dental records will be return to RC control to support administrative actions during the deployment/employment period. Return records to the MFGI to expedite the REFRAD process when Soldiers are ready to be demobilized.

Do not destroy RC ID cards or Common Access Card (CAC) during deployment processing.

The Soldier will retain his/her RC ID card or CAC for use after demobilization.

#### ARNG

The State Adjutant General will provide MPF, medical, and dental records to the MFGI to support deployment packet development. The MPF, medical, and dental records will be returned to State control upon completion of processing to support RC administrative actions. States will initiate preparation of deployment packets, coordinating with each MOBSTA to determine what information States should include. The MOBSTA will complete the packets. The State and MOBSTA will prepare and complete two deployment packets for a Soldier. One packet will remain at the MOBSTA; provide the second deployment packet to the gaining organization. Do not send the original personnel, medical, or dental records to the deployment area of operations (AO).

To support the accurate creation of a DD Form 214 (Certificate of Release or Discharge from Active Duty) upon the Soldier's REFRAD, provide a copy of the Soldier's latest DD Form 214 (if applicable) and current Statement of Retirement Point Credit (NGB Form 23) to the supporting installation. Forward the statement to the custodian of the Soldier's deployment packet or e-mailed to the installation transition point. Military personnel officers will verify that DA Form 2-1 (item 9) shows all federal military personnel awards, decorations, badges, and tabs as of the day before order to active duty to ensure accurate preparation of DD Form 214.

Civilians

### 9-4. Evaluation Reports.

CONUS-based and deploying Army Reserve Component commanders/OICs will use the electronic USAR Form 148-R (Notice of Rating Chain Assignment or Change), dated 1 Apr 2009 to document rating chains and rating chain changes.

Evaluations Entry System (EES)

EES User's Guide

Manage Rating Chain Tool User's Guide

Manage Rating Chain Tool FAQs

OER

OER Training Packet Foundation

FAQ OER

Senior Rater OER MGMT

Senior Rater OER Example

MOD 1- Officer Evaluation Report Implementation

MOD 1- OER Revision Brief Training Video- Under review

MOD 2 - Creating a Co Grade OER from Support Form with Script and info inserted

MOD 2 - Creating an OER Tutorial Training Video

MOD 3- Evaluation System Rater and Senior Rater

[MOD 3 - Rater Tips/Doctrine Crosswalk Training Video-Under review](#)

[MOD 4- HR Specific Hands on brief Training Slides](#)

[OER Support form and OER vignette- CPT VO c. NCOER](#)

[Module 1. NCOER Overview](#)

[Module 2. NCOER Policy Updates](#)

[Module 3. NCOER DA Form 2166-9 Series](#)

[Module 4. NCOER Profiling](#)

[NCOER Module 1 Training Video](#)

[NCOER Module 2 Training Video](#)

[NCOER Module 3 Training Video](#)

[NCOER Module 4 Training Video](#)

[Consolidated NCOER FAQ's](#)

#### **AKO FORMS:**

Rated officers/NCOs, rating officials, and administrative support offices will use AKO Forms (.xfdl format) to prepare and complete OER/NCOER support forms for all officers and NCOs including officers and NCOs being redeployed or released from the CRC.

#### **APFT:**

Deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: Officer /NCO was unable to take the APFT during this period due to deployment for combat operations/contingency operations. *Note: This directive does not exclude obtaining and annotating height/weight data on evaluation reports.*

#### **THRU DATE:**

Completed OERs/NCOERs must reach HQDA/HRC no later than 90 days after the evaluation report THRU date. Commanders and senior raters should make every effort to submit OERs/NCOERs needed for selection board consideration to HQDA/HRC by the established board deadline as stated in the MILPER Message announcing the board.

#### **CHANGE OF RATER:**

When an officer or NCO has a change of rater and meets the minimum rater qualifications for an evaluation, upon deployment, the unit from which the officer or NCO will complete a change of rater OER/NCOER for TPU Soldiers or a Depart TCS

#### **GENERAL INFORMATION:**

As an exception to policy, a 60-Day Option rating for officers and NCOs deployed in the contingency area of responsibility, CCDRs may render a report prior to REFRADs.

Deployed units not in a contingency theater of operations will mail paper copies of evaluation reports that are unable to be submitted using AKO Forms to

USAHRC, ATTN: AHRC-PDV-ER,

**1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122-5407.**

Submit evaluation report-related questions to the USAHRC Evaluations Systems and Policy Office via e-mail at [tapcmse@conus.army.mil](mailto:tapcmse@conus.army.mil).

[Appeals and Corrections](#)

[Points of Contact](#)

[Frequently Asked Question Associated With The Evaluation Process and Selection Boards](#)

**RETIREE RECALLS.** Retirees are not eligible for promotions or career development during mobilization or deployment. Evaluations are not required for retirees due to this fact. Commanders will counsel the retiree in accordance with AR 623-3, on the requirements and performance standards of the position to which they are assign. Commanders may use the support forms to accomplish this counseling.

#### 9-5. Favorable Personnel Actions.

All actions will be IAW component regulations. ALL RC personnel actions that require E- MILPO transactions will be document by the HR clerks in SIDPERS ARNG and TAPDB-R. Submit appropriate copies of supporting documentation to appropriate personnel managers.

#### 9-6. Awards, Decorations and Tour Credit

AR 600-8-22, Military Awards, Paragraph 9-11.

POC for Awards AR 670-1, Wear and Appearance of Army Uniforms and Insignia NATO Policy Change, dated 20 December 2010

[NATO Medal Request Form](#)

Forward questions regarding awards to the Military Awards Branch via telephone at (703) 325-8700; DSN 221-325-8700 or email at [awards@conus.army.mil](mailto:awards@conus.army.mil).

NATO Medal Requests send directly to USNMR at SHAPE Belgium, email: [js.shape.us-mil-del.mbx.usnrmr@mail.mil](mailto:js.shape.us-mil-del.mbx.usnrmr@mail.mil)

**\*\*\*The Awards and Decorations Branch has no visibility on requests sent to the above contact.**

#### 9-7. Enlisted Promotions

Enlisted promotions will be accomplished IAW [AR 600-8-19.](#)

a. ARNG Authority to Promote: Commanders exercising UCMJ authority for ARNG Soldiers will promote Soldiers in their units in accordance with the criteria established in AR 600-8-19.

(1) The promotion order authority must be able to manage all Soldiers selected for promotion and assignment outside of the mobilized unit.

(2) Only one Soldier can fill an authorize vacancy.

(3) The State must document all projected vacancy fills that will occur after demobilization.

(4) States cannot promote more Soldiers than they have valid vacancies.

(5) States will manage all personnel promoted within the ODD structure to ensure reassignment upon REFRAD to a position commensurate with their new grade and MOS. Reassignment to a valid position of M-day Soldiers promoted against an ODD position will be done within 12 months after REFRAD or be subject to reduction per AR 600-8-19. TAGs may entertain exception to policy requests to delay the reduction for an additional 12 months. States are not authorize to exceed total authorize positions for that grade and MOS.

b. Coordination between Mobilized Units and States:

The promotion authority for mobilized Army National Guard (ARNG) Enlisted Soldiers ordered to active duty under Title 10 USC 12302 or 12301(d) CO-ADOS, and Title 32 FTNG-OS while mobilized, is the respective TAG. Mobilized Soldiers must meet the eligibility requirements outlined in AR 600-8-19.

#### 9-8. USAR Enlisted Promotions:

General:

Donor unit of cross-leveled Soldiers will ensure consideration of all eligible Soldiers for promotion under the correct provisions and in a timely manner. Commanders are responsible for the preparation and completion of promotion packets for all eligible Soldiers prior to mobilization.

Soldiers will retain their completed promotion packet until arrival at duty location. Soldier will then hand-deliver the packet to the appropriate promotion authority or HR supporting element. Convening authorities will consider all eligible mobilized Army Reserve Soldiers for promotion. Mobilized Soldiers will not demobilize to take the promotion; if promoted into a non-mobilized position the promotion is still valid. The promotion authority will maintain a list and effect their reassignments within 90 days of redeployment. Promotion orders will include gaining unit information in the additional instructions Army Reserve Drill Sergeants selected for promotion while deployed in a Drill Sergeant capacity may decline the promotion. The Soldier will remain on the selection list, and promotion upon REFRAD with a date of rank of the date originally eligible for promotion IAW AR 600-8-19, para 5-48.

However, if the deployed chain of command determines there is sufficient combined support to allow the Soldier to accept the promotion would not compromise mission support.

Would not require the Soldier's release from active duty, and the Soldier's promotion would be effective as soon as mission permits and assume new duties upon promotion.

Army Reserve TPU Soldier serving on an Active Duty for Operational Support (ADOS), tour 12 months or more.

Soldiers serving on an ADOS tour 12 months or more are considered by their home of record convening authority,

Incorporated on the Permanent Promotion Recommended List. The applicable Regional List Manager promotes the Soldier. The ADOS Soldier are put on a sequence list and promoted when a valid vacancy becomes available. The position is not reserved nor is the Soldier obligated to fill the vacancy. Upon the Soldier's release from active duty the Soldier is subject to the over strength policy. The Soldier MUST find a valid position in the promoted grade within one year.

#### 9-9. Army Reserve TPU Soldiers transitioning from mobilization to ADOS.

Soldiers promoted while mobilized must obtain authorization from the commander of the position against which promoted prior to accepting an ADOS tour.

Revocation of promotion orders for Soldiers who enter onto an ADOS tour. The gaining commander MUST agree to an ADOS tour and release the Soldier.

De facto status IS NOT authorized. ADOS is voluntary and considered a declination of promotion into the position identified. The definition of a donor commander is the commander, area command and/or chain of command prior to any cross level action. The donor commander remains the promotion authority and retains primary responsibility for the advancement/promotion of all Army Reserve Soldiers.

The following exceptions apply; however, the home of record command remains primarily responsible to ensure the promotion of the Army Reserve Soldiers are expeditious as qualifications allow.

Coordination:

Each Area Command/Direct Reporting Unit (Donor Command/Unit) is responsible for the promotion consideration file or packet is on each Army Reserve TPU Soldier who is mobilized. These commands will coordinate with the Soldier's active duty commander to ensure there is no pending disciplinary action and the Soldier remains eligible for consideration.

The DRU, theater Army Reserve Affairs (ARA), brigade level S-1 section to include Special Troop Battalions (STB) of GO level organizations, TSC Special Troops Battalion (STB) or TSC G-1 and USARC will coordinate to resolve issues arising from this requirement.

Commanders of IRR/DIMA Soldiers mobilized within CONUS will coordinate with HRC (HRC-EPO-P), [hrc.epmd.arepbranch@conus.army.mil](mailto:hrc.epmd.arepbranch@conus.army.mil).

The TSC will establish procedures within the theater of operations to implement this guidance.

The TSC will coordinate with USARC (ARRC-PRP-E), the respective RSCs, and HRC (HRC-EPO-P), [hrc.epmd.arepbranch@conus.army.mil](mailto:hrc.epmd.arepbranch@conus.army.mil).

Commanders of TPU Soldiers mobilized within CONUS will coordinate with the Soldier's donor/home of record command to ensure accurate and timely promotions.

#### 9-10. NCOES

As a minimum, the request will include DA Form 4187 (Request for Personnel Action), with justification by the commander and deployment orders. If available, include a personnel qualification report (DA Form 2a) and an ATRRS print out.

#### 9-11. Commissioned Officer Promotions

On 17 December 2003, the Assistant Secretary of the Army (Manpower and Reserve Affairs) modified the Army's existing policy for promoting RC officers to the ranks of Captain through Colonel in the Selected Reserve (includes both the ARNG and USAR) and the Individual Ready Reserves (IRR). The revised RC Promotion Policy impacts TPU, M-Day (ARNG), AGR, IMA (including DIMA), and IRR officers involuntarily mobilized to support current contingency operations under provisions of 10 USC sections 12301(a), 12302, and 12304 and are on an approved mandatory selection board promotion list. On 14 January 2005, the ASA (M&RA) added policy for the promotion of officers performing duty UP 10 USC 12301(d) whereby officers on orders in excess of 90 days can be promoted under the same rules as mobilized officers.

The Chief of the Army Reserve (CAR) has chosen not to implement the 14 January 2005 ASA (M&RA) policy memo that allows Army Reserve officers on ADOS to be promoted under this guidance.

**Time-in-Grade Requirement** By law, all RC officers, mobilized or non-mobilized, whose promotions are not delayed (voluntarily or involuntarily), or declined, must be promoted on the date on which they complete the maximum time in grade: five years for First Lieutenants, and seven years for Captains and Majors. Mobilized officers promoted upon reaching their maximum time in grade will transfer immediately to the IRR upon demobilization.

**Mobilized Officers and Officers on ADOS:** Officers mobilized (UP) 10 USC, 12302) and officers other than Army Reserve officers on ADOS tours (UP 10 USC 12301(d)) may be matched against a vacant higher-grade SELRES position to be promoted. Upon REFRAD/completion of the tour of active duty on which the officer is promoted, the officer will be assigned against that position within 180 days.

**Twice Non-Selected Officers:** Commissioned officers below the grade of LTC who have been twice non-selected for promotion and scheduled to separate during the period of alert/mobilization will be transferred/separated from the unit prior to mobilization. Officers who have been twice passed over, but selectively continued will be mobilized provided they have enough time remaining on their (reduced; 20 years commissioned service for CPT and 24 years commissioned service for MAJ) MRD to serve the period of mobilization plus 90 days. If a commissioned officer is in a mobilized status and is notified of two-time non-select, and is not selectively continued, the Soldier will be retained on active duty for the period of the unit's mobilization and then separated as required by law.

**AGR Managers:** AGR managers are responsible for briefing AGR Soldiers on the impact that promotions received while mobilized could have upon the Soldiers' re-accession into the AGR program. The AGR program has assignment and controlled grade restrictions. While mobilized, AGR Soldiers will not be promoted over-grade in the mobilized MTOE position. States will not be authorized additional controlled grades solely for reassessing into the AGR program Soldiers promoted while mobilized.

**JAG, Chaplains, Medical and Dental Corps Officers:** Officers who are members of the Judge Advocate General Corps, Chaplains Corps, Medical Corps, or Dental Corps are promoted under the provisions of AR 135-155. Allows their promotion, to include promotion while mobilized, when occupying or matched against a vacant unit position up to two grades below the grade to

which promoted for MC and DC officers or one grade below the grade to which promoted for Chaplains and JAG officers.

Mobilized RC officers selected for promotion by position vacancy boards convened under the provisions of 10 USC sections 14101(a)(2) and 14315 and Soldiers who are not mobilized in support of current contingency operations will continue to be promoted in accordance with AR 135-155.

#### 9-12. Individual Mobilization Augmentees Promotions

Exception to Promotion Policy for Drilling Individual Mobilization Augmentees (DIMA), dated 3 May 2004, allows all Drilling Individual Mobilization Augmentees to be considered as unit officers for the purpose of promotion and promoted like unit officers under the provisions of AR 135-155.

##### ARNG Commissioned Officers:

Mobilized Army National Guard (M-Day and AGR) officers who are on an approved promotion list may be promoted immediately when appointed in the State against a vacant position of the higher grade in a federally recognized unit in the National Guard.

Promotion of ARNG officers promoted under the provisions of this new policy will be assign to the position within 180 days of REFRAD or transfer to the IRR.

The promotion authority for ARNG officers and warrant officers ordered to active duty under the provisions of 10 USC 12302 or 12304 is the Chief, National Guard Bureau.

Mobilized ARNG officers, regardless of the units to which they are assigned or mobilized, may be unit vacancy promoted against positions within their respective States provided they meet the qualifications outlined in NGR 600-100, Chapter 8-7. The assignment/promotion position the officer will hold upon promotion must be a valid and vacant MTOE or TDA position of the higher grade.

##### ARNG Unit Vacancies:

ARNG officers may be consider for unit vacancy promotion in accordance with NGR 600-100. However, only officers within the mobilized unit may be considered for unit vacancy promotion while the unit is mobilized. Recommendations for unit vacancy promotion will be forwarded on DA Form 4187 to the unit's State Military Personnel Office (MILPO). Upon verification, the State MILPO will forward a copy of the order and associated documentation to the officer management branch of the National Guard Bureau (NGB-ARP-C) for processing and federal recognition.

#### 9-13. OCS Lieutenants without Baccalaureate Degree:

1LT who are graduates of OCS (either state or federal), scheduled to appear before a DA mandatory promotion board, do not possess a baccalaureate degree, and are mobilized may request a waiver of the requirement to have a degree. NGB-ARH must receive the request no later than 90-days prior to the convening date of the board. If approved, this waiver will allow these officers to be consider as if they have a degree. However, if the officer is selected for promotion by the DA board the officer will be granted 2 years from the date the board convenes to complete their degree in order to be promoted. Information on waiver request procedures is available from the officers State MILPO.

##### USAR Commissioned Officers:

Mobilized USAR officers who are on an approved mandatory selection board promotion list may be promoted immediately when matched against a vacant position of the higher grade in the U.S. Reserve Component. Officers on ADOS tours (UP 10 USC 12301(d)) will follow the promotion guidance per AR 135-155, paragraph 4-9a, which requires an officer selected by a mandatory board be **assigned** to a position requiring the next higher grade.

Mobilized TPU, AGR, IMA officers are not required to be —assigned to a higher grade position, rather they must be —matched againstll a higher grade vacant position prior to promotion and



assigned to that vacant higher grade position or find another vacant higher grade position within 180-days after demobilization or transfer to the IRR.

IRR officers, regardless of mobilization status, recommended for promotion to Captain through Lieutenant Colonel promotion authorized upon completion of maximum time in grade without regard to assignment to a higher-grade position and without regard to being matched to a higher-grade position. However, mobilized IRR officers may also be promoted prior to reaching maximum time in grade if matched against a valid higher-grade vacant position in a unit (TPU or IMA).

#### 9–10. Warrant Officer Promotions

Warrant officers, to include commissioned warrant officers, ordered to active duty under 10 USC 12302, 12304, and/or 12301(d) unless to be integrated into the Regular Army, will remain under Reserve promotions programs. RC warrant officers eligible for promotion will continue to be considered for promotion, and, if selected, promoted in accordance with AR 135-155.

## Section II

### **Moral, Welfare, and Recreation**

#### **9-11. Family Readiness**

The DCS Deployment Cycle Support Checklist (DA Form 7631) should be used as a guideline as requirements to establish and maintain Soldier and Family awareness on information, tools and community resources available to them. Families new to the military benefits can find information available from discounts on travel, sporting events, and day trips movie tickets and more online at [Military OneSource](#).

#### 9–12. Mobilization/Deployment Phase:

Military One Source/Army One Source information.

As part of Family Readiness training, commanders will ensure that, at a minimum, every Soldier and Family member be trained on how to use or access Military One Source/Army One Source information. Unit bulletin boards, Family Readiness Groups, and websites should contain the Military One Source/Army One Source 1-800 number and website address information. [On Demand Resource Request](#) to request your unit information and register point of contact information. Order educational materials from [Military One Source](#) Headquarters or call 1-877-765-1309. Mail products to a military facility. Information available is Casualty, Child and Youth, Financial, Military Family Life Counseling.

AKO Access.

Commanders will ensure mobilizing/deploying units have a Family readiness website that is AKO accessible.

#### 9-13. Re-Deployment Phase:

- a. Early Return of Service Members due to Family Issues.

When a service member returns due to Family problems, ensure that the deployed unit and rear detachment coordinate to assess what assistance the service member and their Family member(s) will need assistance upon their return.

- b. Reunion Programs.

Since some Family problems do not emerge immediately after return, military units should ensure that they maintain high levels of support and outreach to assist service members and their Families in reintegrating back into Family life and their communities.

Rear detachment commanders (RDC)

- c. RDC's will complete RDC training within 30 days of appointment as RDC. Training is available through Army Community Services or on line. The training is available on-line at



MyArmyLifeToo

d. The website of Choice for Military Families or thru a one-week resident course with coordination with the ACS Mobilization/Deployment Coordinators at Ft. Hood and Ft. Bragg.

#### 9-14. Accountability

ADAA FY 2005 made changes requiring revision to Army Strength accounting procedures pertaining to Soldiers performing operational support duty under provisions of Title 10, USC, Section 12301(d) and Title 32, USC Section 502(f)(2).

This guidance rescinds Memorandum, DCS, G-1, 30 November 2005, Subject: Management of Reserve Component (RC) Soldiers on Active Duty for Operational Support and Memorandum, DCS, G-1, 09 September 2005, Subject: Definition of Term Operational Support.

#### 9-15. HELPFUL LINKS:

ASK HRC

[Contact via Email](#)

Phone Number: [1-888-ARMYHRC\(276-9472\)](tel:1-888-ARMYHRC(276-9472))

DSN Phone Number: [983-9500](tel:983-9500) Address:

ATTN: AHRC-PD U.S. Army Human Resources Command 1600 Spearhead Division Ave  
Fort Knox, KY 40122-5400 USA

#### 9-16. Access your Record Brief or AMHRR

View your ORB at <https://myorb.hrc.army.mil/>

View your ERB at <https://myerb.ahrs.army.mil/soldierLogin.do> View your AMHRR in iPERMS at <https://iperms.hrc.army.mil>

If you do not have access to a CAC enabled computer, you can access your record from the

HRC Portal: <https://www.hrcapps.army.mil/portal/>

The HRC Portal can be logged into with a CAC, AKO Username and Password, or a DS Logon Soldiers with their AMHRR (OMPF)

[MyORB](#) [MyERB](#)

[iPERMS Website](#) (CAC Logon Only) [HRC Portal](#) (CAC, AKO, and DS Logon)

[Resources](#) [Contacts](#)

[Promotion/Selection Board Information](#) [1059s/Evaluations](#)

[Derogatory Information](#)

[Personnel and Finance Record Reviews Scan and Upload to iPERMS Investigative Requests](#)

[Void DD 214 Information](#)

## References

AR 135-155, 13July2004, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers	
AR 40-50, Medical Examination	
HQDA EXORD 230-16 <b>SUSPENSEDES</b>	HQDA EXORD 266-12 / ALARACT 100-2005
AR 600-8-2, Favorable Personnel Actions.	
AR 600-8-22, Military Awards	
AR 600-9, Army Body Composition Program	
AR 623-3 Evaluations	
DA PAM 623-3	
<a href="#">AR 600-8-19.</a>	
<a href="#">2017 Support for Civilian Personnel Requirement in Afghanistan</a>	
<a href="#">AR 690-11: Use and Management of Civilian Personnel in Support of Military Contingency Operations</a>	
<a href="#">DA Civilian PDHRA Implementation Guidance</a>	
<a href="#">Department of the Army Civilian Post-Deployment Health Reassessment (PDHRA) Compliance and Access to Contract Services_w/ attachments</a>	
<a href="#">Army Civilian Employees Who Volunteer for Deployment to Iraq or Afghanistan</a>	
<a href="#">Documentation of Deployed Civilians</a>	
<a href="#">Supporting Civilian Personnel Requirements in Afghanistan</a>	
<a href="#">Policy Guidance for Provision of Medical Care to Department of Defense Civilian Employees Injured or Wounded While Forward Deployed in Support of Hostilities</a>	

## APPENDIX

Appendices provide Area of Operations (AOR) specific information or requirements and reinforce general information, as needed such TSIRT, immunization, Passport/Visa, weapons, equipment or travel restrictions, General Orders or leave policy.

A: CENTCOM (OFS, OIR, MFO, OSCI)

B: [EUCOM](#) (OJG/KFOR, OAR, OAF,

OAS) C: AFRICOM (TS, OEC, OOL,  
HOA)

D: PACOM (Korea, OEF-P)

E: SOUTHCOM (JTF-B, OEF-GTMO)

F: NOTHCOM (NCR-IADS, C2CRE, DCRF)

## Glossary

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASD(R)	Assistant Secretary of Defense for Readiness
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
DoDD	DoD Directive
DoDI	DoD Instruction
GFMAP	Global Force Management Allocation Plan
IADT	initial active duty training
JMM	Joint Mobilization Meeting
RC	Reserve Component
SDOB	Secretary of Defense Orders Book
U.S.C.	United States Code
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

## DEFINITIONS

**Active duty.** Full-time duty in the active military service of the United States. This includes members of the RC serving on active duty or full-time training duty, but does not include full-time National Guard duty. For RC members it includes, but may not be limited to, all periods of service pursuant to sections 688, 12301(a), 12301(b), and 12301(d), 12302, 12304, 12304a, and 12304b of Reference (d).

**Contingency.** (DOD) A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect US interests. See also contingency contracting. (JP 5-0).

**Contingency Operation.** (DOD) A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (Title 10, United States Code, Section 101[a][13]). (JP 1). A contingency operation is a military operation that:

Is designated by the Secretary of Defense (SecDef).

As an operation in which members of the Armed Forces are or may be involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; or Is created by definition of law.

A contingency operation exists if a military operation results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC sections 688, 12301(a), 12302, 12304, 12305, or 12406, or any other provision of law during a war or during a national emergency declared by the President or Congress.

Overseas contingency operation missions, support for peace operations, major

humanitarian assistance efforts, non-combatant evacuation operations (NEO) and international disaster relief efforts.

Decrement. A reduction in the number of RC forces required to fulfill a requirement due to a change in situation or strategy after activation orders have been issued.

Demobilization. The process necessary to release from active duty, or federal service, RC units and members who were ordered to active duty (other than for training), or called to federal service.

Deployment. (DOD) The rotation of forces into and out of the area of operation. (JP 3-35). See JP 1-02 for definition

Deployment Key Characteristics. Key characteristics define all Army deployment and mobilization activities. The applicable laws, policies, Soldier entitlements and business rules will vary based on these elements. They are:

Authority – who is directing the deployment and what is it? (contingency, exercise, etc.)

Funding – who is funding the costs associated with the deployment (contingency funds, base funds, Army funded, ASCCs, unit, etc.). See the Army CONOPS Funding Guidance Letter for specific information on contingency funding.

RC Authority (if applicable) – Use of RC units and individuals is limited by law and policy for specific purposes and governed accordingly. Not all Army engagements are authorized to employ RC units or individuals.

Engagement-Even when the US is not conducting limited contingency operations, major operations, or campaigns, numerous routine missions (such as security cooperation) and continuing operations or tasks (such as ensuring freedom of navigation) are occurring under the general heading of engagement. In some cases, what begins as an engagement activity (such as limited support to a counterinsurgency through a security assistance program) can expand to a limited contingency operation or even an operation when the President commits US Forces.

Engagement activities generally are governed by various directives and agreements and do not require a joint OPLAN or OPORD for execution. (JP 3-0)

Filler- RC member selected to replace an originally authorized RC member when the original member is release from an involuntary activation.

Individual Event. This function allows users to add, update or remove an event for a single selected Soldier or build a list of Soldiers in order to add, update or remove events for the Soldiers on the list individually.

**Mobilization.** The process by which the Military Services or part of them are brought to a heightened state of readiness for war or other national emergency. This includes activating all or part of the RC as well as assembling and organizing personnel, supplies, and materiel. Mobilization of the Military Services includes but is not limited to these categories:

**Full mobilization.** Pursuant to section 12301(a) of Reference (d), mobilization in time of war or national emergency declared by the Congress of all RC units in the existing force structure; all individual, standby, and retired Reservists; retired AC military personnel; and the resources needed for their support. Congress directs full mobilization in those situations requiring the expansion of the AC to meet the requirements of a war or other national emergency involving an external threat to national security. RC units, members, and retirees may be ordered to active duty for the period of the emergency plus 6 months thereafter.

**Partial mobilization.** Mobilization by the President of not more than 1 million Ready Reservists for no longer than 2 years, pursuant to section 12302 of Reference (b), and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security or of a domestic emergency.

**Presidential Selected Reserve Call-up.** Ordering by the President of any unit and any member not assigned to a unit organized to serve as a unit of the Selected Reserve to active duty pursuant to section 12304 of Reference (d), for not more than 365 consecutive days, without consent of the Service member concerned, to augment the AC for an operational mission. Not more than 200,000 members of the Selected Reserve and Individual Ready Reserve may be on active duty under this authority at any one time, of which not more than 30,000 may be Individual Ready Reserve.

**Mobilization period.** That period of time from the date of activation pursuant to sections 12301(a), 12302, 12304, 12304a, and 12304b of Reference (d) to the date of release from active duty.

**Mobilization-to-dwell ratio.** The ratio between the mobilization period and dwell. For example, 6 months of involuntary activation followed by 24 months of dwell, yields a mobilization-to-dwell ratio of 1 to 4.

**Non-Contingency Operations.** Deployment of forces or individuals to support COCOM engagement, exercises, security cooperation, and SECDEF directed operational deployments but that do not meet the legal definition of contingencies. Non-Contingency operations include Operation Atlantic Resolve (OAR) and Patriots to Turkey/Operation Atlantic Fence (OAF). The deployment processes and entitlements will differ between contingencies, non-contingencies and rotational force deployments.

**Operations.** (DOD) A military action or the carrying out of a strategic, operational, tactical, service, training, or administrative military mission (JP 3-0).

Operational Deployment. An operational deployment begins when the majority of a unit or detachment, or an individual not attached to a unit or detachment, departs homeport/station/base or departs from an en-route training location to meet a Secretary of Defense-approved operational requirement.

1) For RC mobilization/deployment begins when the Soldier or unit arrives at the POE. (may need to de-conflict meanings)

2) An event is (define an event) an operational deployment if it is a SECDEF approved operational requirement recorded in the Joint Capabilities Requirement Manager (JCRM) or Fourth Estate Manpower Tracking System and is contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure specified in DoDI 1235.12.

3) Includes forces deployed in support of Execute Orders (EXORDs), Operational Plans (OPPLANS) or Contingency Plans (CONPLANS) that is approved by the Secretary of Defense. (As defined in USD (P&R) 1 November 2013 memo, Under Secretary of Defense (Personnel and Readiness) Deployment-to-Dwell, Mobilization-to-Dwell Policy Revision and JTR, AppA1).

PERSTEMPO. Is a congressionally mandated program, directed by the Office of the Secretary of Defense (OSD). The PERSTEMPO functionality in eMILPO is an integrated system used by all three Army components. It is the Army's method to track and manage individual rates of deployment (time away from home), unit training events, special operations/exercises and

Rotational Force Deployments. The Army is now rotating brigade-sized formations to Korea, CENTCOM, and EUCOM to provide cohesive, highly trained combat forces rather than using individual replacements to units stationed in those locations. The units deploy from CONUS in much the same way as similar units currently deploy to contingency operations. However, as rotational deployments, the processes, procedures, and entitlements are not the same as a contingency.

Operational deployment, exercises, unit training, or Hospitalization away from duty

station. Mass Add. Allows you to create a new event for one or more selected Soldiers.

Mass Update. Allows you to update the information on an existing event for one or more selected Soldiers.

Mass Removal. Allows you to remove a previously entered event, due to cancellation or incorrect input. To enter events accurately entered, request copies of deployment orders, TDY orders, travel vouchers, etc, and enter the data as shown on the documentation.

## References

5 CFR Parts 410 and 412, Training; Supervisory, Management, and Executive Development. Age Discrimination in Employment Act of 1967.  
Americans with Disabilities Act of 1990.  
Architectural Barriers Act of 1968.  
Army Green Book, 2015-16.  
Army Regulation (AR) 10-89, U.S. Army Civilian Personnel Evaluation Agency.  
AR 215-1, Morale, Welfare, and Recreation Activities and Non-Appropriated Fund Instrumentalities.  
AR 215-3, Non-Appropriated Funds Personnel Policy. AR 570-4, Manpower Management.  
AR 600-3, The Army Personnel Proponent System.  
AR 600-7, Nondiscrimination on the Basis of Disability in Programs and Activities Assisted or Conducted by the Department of the Army.  
AR 600-63, Army Health Promotion.  
AR 672-20, Incentive Awards.  
AR 690-11, Use and Management of Civilian Personnel in Support of Military Contingency Operations.  
AR 690-12, Equal Employment Opportunity Program and Affirmative Action. AR 690-13, CIPMS - Policies and Procedures.  
AR 690-400, Chap 432, Reduction in Grade and Removal Based on Unacceptable Performance. AR 690-400, Chap 4302, Total Army Performance Evaluation System (TAPES).  
AR 690-600, Equal Employment Opportunity Discrimination Complaints. AR 690-700, Chap 751, Discipline.  
AR 690-900, Chap 920, Senior Executive Service.  
Army Regulation 690-950, Career Management.  
Army's Mentorship Resource Center is located at <http://www.armyg1.army.mil/hr/mentorship/default.asp>.  
sp. Civil Rights Act of 1991.  
Civil Service Reform Act of 1978.  
DA Pamphlet (PAM) 672-20, Incentive Awards Handbook. aa. DA PAM 690-11, Guide to Civilian Personnel Management.  
DA PAM 690-46, Mentoring for Civilian Members of the Force. cc. DA PAM 690-47, DA Civilian Employees Deployment Guide. dd. DOD Civilian Intelligence Personnel Policy Act of 1996.  
ee. DOD Authorization Act of 1997.  
ff. DOD Manual (DODM) 1400.25 Subchapter 920, Executive and Senior Professional Pay and Performance.  
gg. DODM 1400.25-M, Civilian Personnel Manual.  
hh. DODM 1404.10, DOD Civilian Expeditionary Workforce.  
ii. DOD Instruction (DODI), 1400-25, DOD Civilian Personnel Management Systems: Volume 250, Civilian Strategic Human Capital Planning (SHCP).  
jj. Equal Employment Opportunity (EEO) Act of 1972.



kk. Equal Employment Opportunity Commission Management Directive 715 (EEOC MD 715).  
ll. Equal Pay Act of 1963.  
mm. Executive Order (EO) 9830, Amending the Civil Service Rules and providing for Federal personnel administration.  
nn. EO 12721, Eligibility of Overseas Employees for Noncompetitive Appointments.  
oo. EO 13473, To Authorize Certain Noncompetitive Appointments in the Civil Service for Spouses of Certain Members of the Armed Forces.  
pp. EO 13522, Creating Labor-Management Forums to Improve Delivery of Government Services. qq. EO 13562, Recruiting and Hiring Students and Recent Graduates.  
rr. Federal Anti-Discrimination and Retaliation Act of 2002. ss. Genetic Information Nondiscrimination Act of 2008.  
tt. Hatch Act of 1939.  
uu. HQDA General Orders No. 3, 9 July 2002, and amendment No. 2002-03.  
vv. Longshore and Harbor Worker's Compensation Act (33 USC, 901 et seq.). ww. Management Directive 715 State of the Agency Report.  
xx. Non-Appropriated Fund Instrumentalities Act of 1958 (5 USC, Sec 8171 – 8173). yy. Rehabilitation Act of 1973.  
zz. Title 5 USC, Government Organizations and Employees.  
aaa. Title 10 USC, Section 1580: Emergency Essential Employees: Designation. bbb. Title 33 USC, Navigable Waters.  
Employment & Reemployment Rights Act of 1994.  
ddd. Whistleblower Protection Act of 1989.